

# **Diversity and Inclusion Policy 2016/17**

Human Resources Directorate

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Version 1

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# UNIVERSITY OF HULL

## DIVERSITY AND INCLUSION POLICY 2016/17

### 1. Diversity and Inclusion Vision

The University of Hull is committed to promoting a diverse and inclusive culture which offers equality and opportunity for all by eliminating unlawful discrimination, advancing equality of opportunity and promoting respectful relations on campus.

### 2. Aims

This policy promotes positive attitudes towards diversity and inclusion, to ensure that everyone working, living and studying at the University is treated fairly and with dignity and respect. This policy aims to ensure that no people employed, studying or visiting the University campus shall receive less favourable treatment on the grounds of age, race, colour, nationality, ethnic origins, disability, HIV status, sexual orientation, gender, marital or parental status, gender re-assignment, religious belief or non-belief, political belief or social or economic class, pregnancy and maternity or any other basis that cannot be shown to be properly justifiable.

The University will ensure that its policies, procedures and practices comply and are aligned with current equality legislation<sup>1</sup>. This policy sets out the University's ethos in support of equality in the key areas of current legislation and highlights existing equality policies and schemes that the University will adhere to.

### 3. Protected Characteristics

#### 3.1. Age

The University celebrates and values the diversity of people of all ages and aims to ensure that all people are treated fairly and with dignity irrespective of their age. It is direct age discrimination to deny people opportunities or affect their employment contract because of their age unless there is an objective reason for doing so.

#### 3.2. Disability

The University is committed to disability legislation compliance and offers its full support to staff, students and visitors with disabilities. The University's work on disability equality is overseen by the Disabilities Working Group, which provides advice and support to student and staff disability needs on campus.

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<sup>1</sup> The Equality Act 2010 and other equality legislation.

The University's Disability Services within the Student Support Services<sup>2</sup> provides support and advice for students with disabilities.

### **3.3. Gender Reassignment**

The University celebrates and values the diversity of its staff and students and aims to ensure that all transgender students and staff are treated fairly and with dignity and respect before, during and after gender reassignment.

For further sources of help, support and information on gender reassignment equality see the University's Equality and Diversity web pages.

### **3.4. Marriage and Civil Partnership**

The University aims to ensure that all students and staff who are in a marriage or civil partnership are treated fairly and with dignity and respect. Civil partnership is recognised and reflected in University policies in accordance with the law.

For further sources of help, support and information on marriage and civil partnership equality see the Equality and Diversity web pages.

### **3.5. Pregnancy and Maternity**

The University aims to provide an environment where its people are supported and treated fairly and with dignity and respect during pregnancy, maternity leave, paternity leave and whilst breastfeeding. This policy of equality is extended to staff with immediate family carer responsibilities and staff who have adopted children.

For further sources of help, support and information on pregnancy and maternity equality see the Equality and Diversity web pages.

### **3.6. Race**

The University of Hull is committed to racial equality in employment and student life on and off campus. This includes a zero tolerance of threatening, abusive or insulting words or behaviour, materials and public acts that are likely to cause offence on the grounds of race. For sources of help, support and information on race equality see the Equality and Diversity web pages.

### **3.7. Religion and Belief and non-Belief**

Religion or belief should be taken to mean the full diversity of religious and belief affiliations within the UK, including non-religious and philosophical beliefs such as atheism, agnosticism and humanism. University staff and

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<sup>2</sup> Student Wellbeing, Learning and Welfare Support.

students must be mindful of the legislation<sup>3</sup> in relation to their role in promoting academic freedom. The University is committed in its duty to promote equality of opportunity between people of different religious beliefs and opinions.

For sources of help, support and information on religion and belief and non-belief equality see the Equality and Diversity web pages.

### **3.8. Sex (Gender)**

The University is committed to embedding gender equality throughout the staff and student community. The University will proactively address underrepresentation, for example, progression of women in their chosen career and gender balance on particular academic courses.

### **3.9. Sexual Orientation**

The University celebrates and values the diversity of its staff and students and aims to ensure that all lesbian, gay, bisexual and transgender students are welcomed and are treated fairly and with dignity and respect on and off the campus.

## **4. University Services**

All University staff will take account of this equality policy and ensure the University community remains fair and open to all; however, the following staff have specific responsibilities within this policy:

### **4.1. Student Admissions**

The University is committed to excellence in admissions and aims to provide a professional and fair service for applicants. The University aims not only to select students who have the ability and motivation to benefit from the programmes which they intend to follow and who will make a contribution to university life, but also to ensure that no prospective or existing student is treated less favourably on any grounds based on the protected characteristics listed above.

### **4.2. Widening Participation**

The University is committed to widening participation in higher education and is keen to see a socially and culturally diverse staff and student population at the University. To help achieve this the University offers a wide range of activities for schools, parents and teachers. The University is involved in many projects which aim to raise aspirations and encourage progression to University. Therefore, there is an imperative that the University demonstrates good practice and adheres to the principles of equality and fairness.

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<sup>3</sup> The Racial and Religious Hatred Act 2006 which protects people from harm for their religion or belief.

### **4.3. Teaching, Learning and Assessment**

The University values the diversity of backgrounds and experiences that staff and students bring to the academic environment and is committed to meeting the needs of a diverse and changing University community. The University aims to ensure that all teaching, learning and assessment strategies are equitable, undertaken with awareness of the different needs of students, and are directed towards the encouragement of academic and personal development for all campus personnel. The University recognises the importance of encouraging diversity to be reflected in the content of courses, teaching methods and forms of assessment.

### **4.4. Facilities and Services**

All facilities and services provided by or in association with the University operate in accordance with the University's Equality and Diversity Policy for staff, students and visitors. This includes catering facilities, accommodation services, sports provision, retail outlets, conference and social activities. Public University facilities must be accessible to all staff, students and visitors.

## **5. Harassment and Bullying**

The University of Hull has a zero tolerance of harassment and bullying in any form. Harassment and bullying means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. Harassment and bullying behaviour is not always obvious or apparent to others, and may happen in the workplace or student environment without awareness<sup>4</sup>. All University staff and students have an important role to play in creating an environment where harassment and bullying are totally unacceptable. Staff or students experiencing harassment or bullying in any form can access a staff member, line manager or supervisor who will offer a first point of contact to anyone experiencing harassment or bullying<sup>5</sup>.

## **6. Complaints**

**6.1.** University students or staff who wish to make a complaint about an equality related matter should have the freedom to do so. In the first instance you should seek resolution by taking your complaint to the member of the University most closely involved with the substance of your complaint and that may be your line manager or supervisor.

**6.2.** University Heads, senior members of staff, managers and supervisors are responsible for managing diversity and inclusion complaints from staff under this policy with support from the HR Directorate and the Diversity and Inclusion Team as appropriate. Staff who believe they have not been treated equitably or feel there is an equality breach should raise the matter with their line manager or student adviser in the first instance.

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<sup>4</sup> ACAS help and advice for employees and employers.

<sup>5</sup> University policy on Bullying and Harassment.

**6.3.** The line manager or supervisor should seek advice from the HR Directorate in order to resolve the complaint. If the complaint is against their line manager, staff should raise the complaint with their Head or senior manager. If this does not resolve the matter, the member of staff may make a complaint in accordance with the University grievance procedure – the first step of which is to establish whether the complaint may be resolved informally and where possible at the lowest level.

**6.4.** No student or member of staff will be victimised for bringing a complaint under this equality policy. However, where a complaint is made maliciously and/or on knowingly false information, the complainant may be subject to the disciplinary procedure.

## **7. Monitoring**

The University is committed to equality monitoring of undergraduate and postgraduate applications, admissions, progression and achievement, and key staff employment data such as recruitment, pay and training. Comparisons are currently made by ethnicity, age, gender, under-represented groups and disability. The results of such monitoring will be reviewed by the Equality and Diversity Committee (EDC) and by University Heads and senior managers. Any further action the University pursues may be based on the findings of this monitoring and as a result of the Equality Impact Assessment (EIA)<sup>6</sup> of policies, practices and procedures. The aim of the EIA is to help the University build an effective and embedded approach to equality on campus.

## **8. Implementation and Responsibilities**

The University seeks to ensure that, as far as is reasonably practicable members of the University are informed of this policy and any associated procedures. All members of the University are responsible for familiarising themselves with this policy and its implementation.

The following groups and post holders have particular responsibility for various aspects of the diversity and inclusion policy for staff and students.

- Senior Management Group is responsible for monitoring the work of its Committees and Boards to ensure the University's goal of achieving equality and embedding a culture of diversity and inclusion across the University is met.
- The EDC is responsible for formulating, monitoring, evaluating and reviewing all aspects of the University's work on diversity and inclusion including the code of practice on harassment and bullying.
- Deans, Heads and senior managers have a direct responsibility for ensuring this policy and all University diversity and inclusion policies, training<sup>7</sup> and

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<sup>6</sup> Higher Education institutes have a legal requirement to carry out Equality Impact Assessment.

<sup>7</sup> Training includes the mandatory 3 yearly online diversity and inclusion training for University staff.

support are carried out within their areas of responsibility. University Heads and senior managers must actively support and promote a culture of inclusivity and diversity within their areas of responsibility. Faculties, schools and senior managers must remain fully engaged and committed to the University's diversity and inclusion agenda.

- The University's Diversity and Inclusion Team are responsible for policy development and performance management with the EDC and Human Resources Directorate by embedding diversity into the University's culture, and giving advice, support and guidance to students and staff on a range of equality matters.

## **9. Annual Report**

The University's internal monitoring process is an important way of determining whether measures taken by the University to combat inequality, harassment, discrimination and victimisation are effective. This will include an equality impact assessment on the effect of the University equality policies across the campus. With effect from 2017 the University will publish an annual report, which will incorporate equality data and describe how diversity and inclusion activity is promoted within the University. This will enable the University's equality policies, activities and practices to be reviewed annually.