

Equality and Diversity Policy

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1. Our equality and diversity principles

We value diversity and we recognise that different people bring different ideas, knowledge and culture, and that difference can bring strength, creativity and innovation.

We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.

We recognise that patterns of under-representation and differences in outcomes at Bath Spa University can be challenged through positive action programmes.

We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.

We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

2. Statement on equality, diversity & inclusion

Bath Spa University is a place where our students and staff are encouraged to become socially engaged global citizens – a place where:

- we treat people with dignity and respect
- inequalities are challenged
- we anticipate and respond positively to different needs and circumstances so that everyone can achieve their potential
- we are ethically aware: prepared for citizenship in a local, national and global context

3. Introduction & Aims

This policy outlines the University's commitment to matters of equality and diversity and indicates its plans for further action in this area.

The University will have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation;
2. Advance equality of opportunity between those who share a relevant protected characteristic and those who do not; and
3. Foster good relations between those who share a relevant protected characteristic and those who don't.

In addition the University will meet the requirement of the specific equality duties designed to support and comply with the general equality duty, by publishing:

1. A Gender Pay Gap report each year by no later than 30 March 2018.
2. Information about employees who share a relevant protected characteristic, by no later than 30 March 2018 and yearly thereafter
3. One or more specific and measureable objectives relating to the three core objectives of the Public sector Equality Duty (PSED) by no later than 30 March 2018, and at intervals of no more than four years.

4. Scope of Policy

This policy applies to all staff and students of the University and its activities.

Bath Spa University is fully committed to providing equality of opportunity for all its staff and students, applicants and visitors.

We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.

We recognise that patterns of under-representation and differences in outcomes at Bath Spa



University can be challenged through positive action programmes.

We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.

This policy will be drawn to the attention of all staff, students and other interested parties. Copies will be available from the Human Resources Department, the Student's Union and the University's web site. Breaches of this policy by staff or students will be investigated and dealt with through the disciplinary or complaints procedure.

5. Customers, suppliers and other people not employed by the University

The University has an important role to play in promoting good relations between people with protected characteristics and will work in partnership with the local community and other stakeholders to develop and promote positive attitudes to equality and diversity.

The University will not discriminate unlawfully against customers using or seeking to use facilities or services provided by the University. Staff and students should report any bullying or harassment by customers, suppliers, visitors or others to their manager, student union representative or student services (as appropriate) who will take appropriate action.

The University will ensure that its tendering, contract and procurement arrangements with external organisation are fair and are not discriminatory under the protected characteristics. It will regularly review the criteria used for awarding contracts and the methods of assessing and monitoring individual operators' own employment and service delivery packages.

Suppliers of goods and services who exercise public functions on behalf of the University will be expected to have due regard for the General Equality Duty.

6. Responsibilities

Promoting and maintaining equality is the responsibility of everyone, although it is recognised that management have additional responsibilities to ensure that the policy is carried out. The Board of Governors and the Vice-Chancellor have overall responsibility for ensuring that the University meets its obligations with regard to the Equality Act 2010.

The Equality and Diversity Steering Group meets regularly to discuss and review matters and make recommendations to the Vice-Chancellor.

The Director of Human Resources also has specific responsibility for assisting with the implementation and monitoring of equality.

The University Management will ensure that:

All staff and students are aware of the equality policy and our procedures for making a complaint;

The implementation of equality is effectively monitored;

An Equality Action Plan is produced and reviewed;

Staff, Students and Union representatives are provided with appropriate forums to discuss and deal with equality issues;

All staff are provided with appropriate equality training;

A network of trained Harassment Advisors is available to provide advice and guidance;

Procedures are in place for the fair appointment, promotion and development of staff, the fair selection and teaching of students, free from unjustifiable discrimination.

All staff and students are expected to:

Support and implement the equality policy; and

Ensure that their behaviour and/or actions do not amount to discrimination or harassment.

Staff and students of the University are expected to comply with this policy and are expected to promote a culture free of unfair discrimination, prejudice and all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for dismissal or expulsion.

7. Implementation, Monitoring and Review

EDSG will review the policy regularly, summarise the findings and make recommendations to the Vice-Chancellor for any necessary changes.

The Director of Human Resources will monitor the effectiveness of the policy.

Advice and information on equality related implementation and problems can be sought from:

- Human Resources,
- Students' Union,
- Student Support Services, or
- a member of the Equality & Diversity Steering Group (EDSG).

The Board of Governors will ensure that the University has due regard for the General Equality Duty and is complying with the Public Sector Equality Duty and any other statutory duties under existing equalities legislation and/or relevant codes of practice.

Human Resources will lead on the gathering and analysing of data relating to staff.

The Director of Student Services will lead on the gathering and analysing of data relating to students.

Annual reports will be provided to the Vice-Chancellor and EDSG and information will be published annually.

8. Language

Prejudice and discrimination can arise and be reinforced by our use of language, which often may not be completely neutral and value-free. Words and phrases can be associated with negative attitudes and may give offence to people including members of groups that are subject to prejudice, harassment or discrimination.

Everyone is expected to ensure that their written and spoken material, including all materials used in teaching, do not contain racist or sexist language or any other language that may cause unreasonable offence to others. In particular, you should be aware of inappropriate references to any of the protected characteristics.

9. Publicity

University publications will state the University's commitment to equality. Recruitment practices will not justifiably exclude any appropriately qualified applicants. Every effort will be made to assess the equivalency and look positively on qualifications from other countries. Language and images used in all publications and written material will be anti-discriminatory. The Student prospectus will show clear requirements for courses and detail facilities available to students.

Information regarding staff vacancies will be circulated throughout the University and posts will be advertised externally in all but exceptional circumstances.

All new staff, as part of their induction process, will be made aware of the University's Equality Policy.

10. Facilities and Support

The University will, wherever reasonably practicable, provide facilities and specialised equipment, to allow equal access by all staff, students and applicants to the education and employment it provides. Information on support can be found on the University website.

11. Staff

BSU will work to avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay & benefits, discipline & selection for redundancy.

12. Recruitment & Selection

All applicants and staff will be given equal consideration for selection, promotion and training. A recruitment monitoring form will be sent with all application forms. Information gathered on this form will not be used in the selection process and will only be used for monitoring purposes by the



Human Resources Department.

Selection criteria for all posts will be clearly defined and reflected in the Job Description and Person Specification. Short listing and interviewing processes will be thorough, carried out objectively and without bias. Staff involved in these processes should have been appropriately trained in recruitment and selection training and be aware of relevant employment legislation. Interview panels should include both genders where appropriate. Where applicants declare that they have a disability, reasonable adjustments will be considered to enable them to compete on an equal basis.

13. Working Conditions

The University will take account of the needs of individual members of staff and, wherever reasonably practicable, use flexitime and/or special contractual arrangements e.g. job share, term time working, and annualised hours, to assist with issues such as disabilities, religious observance and caring for dependants. The University recognises its legal obligation to consider making reasonable adjustments to the workplace and working arrangements to accommodate suitably qualified people with disabilities.

14. Learning and Development

The University will not discriminate on any grounds in the provision of learning and development to assist staff; either part time, full time, fixed term or permanent, to perform their jobs more effectively and to achieve their development goals. Learning and development of staff will be recorded and monitored.

15. Students

BSU will work to avoid unlawful discrimination in all aspects of the student experience.

Admissions & Selection

All applicants will be given equal consideration during the selection process and will not be discriminated against on any grounds. The University welcomes applications from people with disabilities who will be considered on the same basis as other potential students. Considerations about individual needs arising from disability will be made separately and the University will strive to meet an individual disabled student's needs wherever possible. However, there may be occasions where it is not possible to admit an individual, where the level of support needed is not possible or where an individual's welfare would be at risk.

Entry qualifications for courses will only include those that are necessary and justifiable. All selection processes will be thorough, carried out objectively and will only address the applicant's suitability for the course requirements. Staff involved in the selection process will be adequately trained to achieve this.

Curricula

It will be the responsibility of the Heads of School, Course and Subject Leaders and all other members of staff who set and teach curricula and syllabi to avoid bias in these areas. Learning materials should be non-discriminatory. If discriminatory material is used to make a point, the discriminatory nature of the materials should be pointed out by the staff member using the material.

Learning Conditions

The University will take account of the needs of students and wherever possible, consideration will be given to issues such as caring for dependants when lecturers and examinations are timetabled.

Progression

All students will be treated equally when considered by the University's exam board in terms of progression. Any issues brought to the attention of the exam board that should be considered on the grounds of equality will be taken in account, if appropriate.

Employment

First destination data, detailing the employment students secure having graduated from the University will be monitored and evaluated to see if particular groups of students from underrepresented groups develop better career paths than others.

Advice

Counselling and advice for students relating to discrimination, harassment and bullying will be available from the Student Support Office and the Harassment Advisors.

16. More Information

[ACAS Equality and Discrimination Guidance](#)

[Equality and Human Rights Commission \(EHRC\) - Equality Act 2010 Guidance](#)

Version control

Date	Version	Amendment details
July 2017	Final	Policy placed on webpage October 2017

Document name	Consultation	Date VCG/VC approved	Date BOG approved	Date implemented
Equality Policy 2017	EDSG reviewed – April 2017	N/A	September 2017	Placed on webpages October 2017
