



University of
Salford
MANCHESTER

Equality, Diversity & Inclusion Policy

Version Number 1

Effective from 1st August 2018

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Human Resources**

Please Note:

The University of Salford Trade Union branches have not agreed this Policy. Whilst the trade unions have made a significant contribution to the development of this policy, they have decided that they do not wish to agree the policy until the University has a trade union recognition agreement in place. The University and the Trade Unions are currently in the process of negotiating a recognition agreement. Once this agreement is in place, consultation on this policy will reopen, with a view to seeking agreement.

1.0 Purpose

- 1.1 The University of Salford wholeheartedly supports the principle of Equality, Diversity and Inclusion. Our aim is to create an organisation that values diversity and promotes equality of opportunity, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, HIV status, Trade Union Membership and any intersections. Our purpose is;
- “To create an inspirational, inclusive learning, research and working environment, celebrating the diversity of our University community in our everyday conversations”**
- 1.2 We are committed to achieving an environment in which all colleagues and students are treated with respect in which a zero tolerance approach is taken to bullying, harassment or discrimination; all people have the opportunity to realise their full potential; and all decisions are based on merit. By embracing equality, diversity and peoples’ human rights, we will make our University more responsive to the needs of and accessible to our diverse communities.
- 1.3 Discrimination, harassment and victimisation will not be tolerated anywhere in the University – whether this is directed towards colleagues or students. The University will take all appropriate steps to protect its staff and students from illegal discrimination, victimisation or harassment.

2.0 Scope

- 2.1 The policy is applicable to University employees, students, visiting or emeritus staff, associates, holders of honorary and clinical contracts, contractors and consultants and others working on University premises or carrying out other research activity in the name or on behalf of the University of Salford within the constraints of the international context.
- 2.2 We will work to ensure that all of our students, colleagues and visitors, as well as those who seek to apply to work or study with us or who have previously worked or studied with us, are treated fairly and are not subjected to unlawful discrimination by the University.

3.0 Responsibilities

3.1 Vice Chancellors Executive Team (VCET)

VCET has overall responsibility for the effective implementation of this policy and compliance with the Equality Act (2010). This is delivered through the Inclusion, Diversity and Engagement Committee (IDEC) which reports directly to VCET and feeds into Council for a governance oversight perspective.

3.2 Director of Human Resources & Organisational Development

The Director of Human Resources has lead responsibility for ensuring that this policy translates into effective action at an operational level.

3.3 Inclusion and Diversity Manager

The Inclusion and Diversity Manager will advise on the implementation of the policy and monitor its effectiveness.

3.4 **Managers**

All managers have responsibility for ensuring that employees are aware of the policy, and that they adhere to the terms of the policy. Specific responsibility falls upon managers to ensure that they promote an equality conscious environment and they carry out duties such as recruitment and training in line with the policy.

3.5 **Colleagues**

All colleagues have a responsibility to familiarise themselves with this policy and to ensure they apply it effectively and fairly to all colleagues, students and visitors.

A duty is placed on all colleagues to assist the University to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Colleagues can be held personally liable as well as, or instead of, the University for any act of unlawful discrimination committed during in the course of their employment.

3.6 **Students**

All students must take personal responsibility to foster good relations, promote inclusion and report any discriminatory behaviour to staff.

3.7 **External Contactors and Agencies**

External contractors and agencies providing services on behalf of the University will be expected to make their staff aware of the University's policy and comply with it.

4.0 **Policy statements**

4.1 **Recruitment and Employment of staff**

4.1.1 The process of recruitment and selection is to identify the most suitable person for the job in respect of experience, qualifications; skills and attitude. It is designed to be free from bias and discrimination either directly or indirectly on the grounds of one of the protected characteristics (see appendix 1).

4.1.2 Recruiting Principals;

- Short-listing and interviewing must be completed by more than one person and notes regarding the suitability/non-suitability of candidates must be made. Blind shortlisting (anonymising names and titles) should be undertaken when possible.
- Copies of the Equality, Diversity & Inclusion Policy will be given to all recruitment agencies and head-hunters with whom we deal and they must be able to demonstrate that they have signed up to the relevant professional codes of practice.
- The University's commitment to Equality, Diversity & Inclusion is to be stated in all recruitment literature.

- Job titles; job descriptions and person specifications must use non-discriminatory language. Job Descriptions should include a reference to the fact that all staff in student facing roles will adhere to the University's Inclusive and Accessible Teaching and Learning Framework. All recruitment communication and forms are inclusive by design.
- The recruitment portal includes only those questions which are necessary at the initial stage of selection and states the University's commitment to equal opportunities.
- The recruitment portal has an Equal Opportunities Monitoring Section, which when completed by the applicant, is removed by the Resourcing Team prior to shortlisting and which enables equal opportunities monitoring to take place.
- At interview, all questions must be relevant to the job and in no case will questions be asked or assumptions made about a person's personal and domestic circumstances or plans. A question should be included in all interviews that assesses the candidates approach to equality, diversity and inclusion.
- The invite to interview letter or email asks about any special requirements that the candidate may have for the interview such as wheelchair access. Venue details are sent with the interview letter which outlines access information, in addition to travel route options and a link or web address to the University of Salford accessibility page on the DisabledGo website.
- The Chair of all interview panels must have completed the University's Recruitment and Selection training and unconscious bias training.
- All requirements for educational and professional qualifications must be valid and job-related and overseas qualifications must be properly assessed for equivalence by the recruiting manager.
- When selection tests are used, all tests used must be valid, reliable and free from bias and tests must be administered and scored in a consistent and non-discriminatory manner. Candidates should be asked in advance if they require reasonable adjustments to undertake the test.
- A post will be offered to the candidate who best meets the essential and desirable criteria of the person specification.

4.2 General Employment

- 4.2.1 Particular care should be taken to ensure that the working environment is suitable to all staff and that bullying, harassment or intimidation does not take place. It is important that regard is paid to individual needs.
- 4.2.2 Reasonable adjustments for colleagues will be promoted with timely referrals to Occupational Health and Access to Work where appropriate.
- 4.2.3 An Equality Impact Assessment will be undertaken for all policies to ensure that they are free from bias.
- 4.2.4 Schools and Departments should consider the introduction of an Inclusion and Diversity Champion.
- 4.2.5 Part-time work is one way that the University is able to support flexible working. Where reasonably practicable the University will ensure all roles can be offered on a part-time basis and that part time workers will be treated fairly.

4.3 Training & Development

- 4.3.1 The University is committed to ensuring that colleagues are aware of and are actively implementing what is required of them in order to comply with University Policy and all relevant legislation.
- 4.3.2 All managers will receive training in the principles of equal opportunity in employment which will take place within general management training courses and specific employment related courses such as:- Recruitment and Selection; Appraisals; Induction. In addition it is a mandatory requirement that all colleagues will complete the Equality, Inclusion and Diversity e-learning package.
- 4.3.3 In addition bespoke mandatory training that is role specific will be identified and rolled out across the University to promote an inclusive student experience.

4.4 Organisational Change and Redundancy

- 4.4.1 Any decision to embark on an Organisational Change programme, or make a post redundant must be taken fairly, based on business needs and on the individual's skills / performance, not their protected characteristics. This should be done in line with the relevant University policies which have been equality impact assessed.

4.5 Commissioning & Procurement

- 4.5.1 It is important that the policies of the University are also adhered to by those from whom we commission services or purchase goods and services, wherever relevant.

4.5.2 The tendering process will provide the mechanism by which the University ensures that its values will be upheld by external organisations and therefore every tender process should include an equality impact assessment process. This will also ensure that goods and services procured are accessible to all.

4.6 Learning, teaching and assessment

4.6.1 The University of Salford is committed to ensuring that all its learning, teaching and assessments are designed and delivered in a way that meets all our communities' needs.

4.6.2 All reasonable adjustments will be made to ensure that our academic services are accessible to all groups in our community, except where there is evidence to objectively justify alternative arrangements.

4.6.3 Particular care should be taken to ensure that the student environment is inclusive and that bullying, harassment or intimidation does not take place. It is important that regard is paid to individual needs.

4.6.4 Where possible, curriculum design should ensure that students are exposed to views and approaches to learning that differ from those that they are familiar with. Curricula should include material and learning activities that promote respect for people regardless of difference in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Learning materials should not stereotype or disadvantage particular groups.

4.6.5 Learning materials should be provided and developed in line with the University's Inclusive and Accessible Teaching and Learning Framework.

4.6.6 The assessment procedure must be fair and free from bias.

4.6.7 Anonymous marking techniques should be used when possible.

4.6.8 Reasonable adjustments for students are to be promoted around all access needs. Where this is related to a particular activity an alternative arrangement should be considered for all students to deliver an inclusive approach.

4.6.9 The learning environment should be seen as a partnership between teaching colleagues and students and support services must be accessible to all students.

4.6.10 Development is available to new academic staff through the PG Certificate in Academic Practice. Ongoing development is linked to the approval and review/reapproval of academic programmes, which must align with the University [ICZ curriculum design principles](#). Inclusivity is one of the design principles.

4.7 Equality Impact Assessments

4.7.1 An Equality Impact assessment will be conducted on all new and reviewed policies and service changes.

4.7.2 Equality Impact Assessments will be used to identify and remove discrimination and to identify ways to advance equality of opportunity and foster good relations between people.

4.7.3 Where an Equality Impact Assessment identifies an area for improvement, positive changes and improvements must be made wherever possible.

5.0 Complaints

5.1 Colleagues and students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter under the Dignity at work and Study Policy. This policy and procedure and other HR policies are available to view here: <http://www.salford.ac.uk/policies>.

6.0 Monitoring

6.1 The University of Salford acknowledges the importance of monitoring the effectiveness of the Equality, Diversity and Inclusion Policy.

6.2 Our annual workforce and student monitoring report will measure the composition of our workforce and student population by collecting relevant statistics relating to the protected characteristics.

6.3 All data will be anonymised and processed according to the General data Protection Regulation. .

6.4 Of particular importance will be the statistics showing the number of:

- Colleague/ student population by protected characteristic
- Applicants for employment, training and promotion (and success rate)
- Student recruitment and admission conversion rate
- Colleagues/ students involved in grievance/ appeals procedures
- Colleagues subject to disciplinary procedures
- The number of colleagues who declare a disability and the number where reasonable adjustments have been implemented
- The number of students who receive Disabled Student Allowance and the compliance rates of RAPs
- Student attainment, progression and retention levels
- Student DLHE results
- Staff who cease employment; and
- Changes in the distribution of colleagues employed / student profile at the University over a period of time.

6.5 The University will maintain confidential records of complaints covered by the scope of this Policy and any investigation undertaken. Student engagement will also be used to measure the impact of the policy for our students.

- 6.6 The Inclusion and Diversity Manager will ensure that monitoring of this policy is undertaken annually and that any action plan is implemented and reported to the authorising group.
- 6.7 Monitoring of this policy will consist of an audit review of incidents of non-compliance with this policy and development of any subsequent action plan.
- 6.8 The Inclusion and Diversity team will also promote the use of the Equality@salford.ac.uk mailbox for staff and students to raise any associated issues.

7.0 Related Documentation

- 7.1 All related University HR policies and procedures can be found at <https://www.salford.ac.uk/hr>
- 7.2 Student related policies and procedures can be found on the student channel <http://www.salford.ac.uk/students> via the  icon.

Appendix 1

Definitions

In line with the Equality Act (2010), the University Of Salford applies the following definitions in application of this policy:

1. Protected Characteristics

This policy is intended to protect employees and students from unfair treatment, regardless of their background. The definitions of 'protected characteristics' are based on those set out in the Equality Act 2010:

Age refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds). The Equality Act protects people over 18 from discrimination in employment.

Under this policy, no employee or student should be treated differently on the basis of their age unless it can be demonstrated that it is a proportionate means of meeting a legitimate aim.

A person has a **Disability** if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. To qualify for protection from discrimination, a disabled person does not have to show that their impairment affects a particular 'capacity', such as mobility, speech, hearing or eyesight.

N.B. Candidates for employment should not be asked about their health before offering them work.

The protected characteristic of **Gender Reassignment** applies to a person who is proposing to undergo, is undergoing or has undergone a process to change their sex. To qualify for protection from discrimination a transgender person does not have to show that they are under medical supervision.

Marriage and civil partnership status are only protected characteristics in an employment context. Direct discrimination only covers less favourable treatment of a worker because the worker themselves is married or a civil partner. Single people and people in relationships outside of marriage or civil partnership (whether or not they are cohabiting), are not protected from direct discrimination because of their status. Legislation to enable same-sex marriage in **England and Wales** came into force on 13 March 2014.

Pregnancy is the condition of expecting a baby. **Maternity** refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Women are protected from discrimination on the grounds of pregnancy and maternity during the period of pregnancy and any statutory maternity leave to which they are entitled. Employers must not take into account an employee's period of absence due to pregnancy-related illness when making a decision about employment, and should ensure that there are appropriate mechanisms for separately recording such illnesses.

Race refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. A racial group can be made up of two or more different racial groups (for example, Black Britons).

Religion and Belief refers to religious and philosophical beliefs that affect a person's life choices or the way a person lives. A religion must have a clear structure and belief system. A belief means any religious or philosophical belief or lack of belief that guides a person's life choices. Humanism is a protected philosophical belief but political beliefs would not be protected.

Sex refers to a person's gender - a man or a woman.

Non-binary is an umbrella term covering any gender identity that doesn't fit within the gender binary i.e. male or female. The label may also be used by individuals wishing to identify as falling outside of the gender binary without being any more specific about the nature of their gender.

Sexual Orientation categorises a person's sexual attraction towards their own sex, the opposite sex, or both sexes.

No employee or student should be treated unfairly on the basis of their sexual orientation. The Equality Act protects lesbian, gay, bisexual and heterosexual employees/ students from discrimination, harassment and victimisation.

2. Discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see 'perceptive discrimination'), or because they associate with someone who has a protected characteristic (see 'associative discrimination').

Associative Discrimination occurs when someone is treated less favourably than another person because they are linked to someone with a protected characteristic. For example, you cannot refuse to recruit somebody because you/ they are married to a foreign national or refuse to promote a person because they care for a relative with a disability.

Perceptive Discrimination occurs when someone is treated less favourably than another person because others think that they possess a particular protected characteristic, even if the person does not actually possess that characteristic. For example, you cannot refuse to recruit somebody because you think they are Muslim

(whether they are or not) or refuse to allocate a job to a person purely because you think they don't look old enough.

Indirect discrimination can occur when you have a condition, rule, policy or practice that applies to everyone but which particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if you can show that your actions were a proportionate means of achieving a legitimate aim and, as such, are objectively justified.

An **Objective Justification** is when an otherwise discriminatory action can be objectively justified as a proportionate means of achieving a legitimate aim – that is, the way of achieving the aim is appropriate and necessary.

3. Harassment and Bullying

Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, humiliating or offensive environment for that individual. Employees are also protected from harassment because of perception and association.

Bullying includes persistent criticism, intimidation, personal abuse and/or ridicule which humiliates or demeans the individual involved, eroding their self-confidence.

4. Victimisation

Victimisation occurs when an employee/ student is treated differently because they have made or supported a complaint, raised a grievance, or because they are suspected of doing so. An employee/ student is not protected from victimisation if they have maliciously made or supported an untrue complaint.

5. Positive Action

Some people with protected characteristics are disadvantaged or under-represented in some areas of life, or have particular needs linked to their characteristic. They may need extra help or encouragement if they are to have the same opportunities as everyone else.

Positive Action refers to a range of lawful actions that seek to overcome or minimise disadvantages that people who share a protected characteristic have experienced, or to meet their different needs. For example, under our Recruitment Policy we will automatically offer an interview to all candidates with a disability who request an interview and meet the essential criteria for the role.

Affirmative Action is another term for Positive Action. It occurs when positive steps are taken to increase the participation of under-represented groups in the workplace or in uptake of services.

Positive Discrimination, the act of treating someone with a protected characteristic more favourably to counteract the effects of past discrimination, is illegal in the UK. For

example, it is illegal to choose a black candidate over a white candidate for a job solely on the basis of their colour. However, in trying to address a low representation of ethnic minorities in the work place positive action – such as advertising jobs through local BME groups, is acceptable.

6. Reasonable Adjustment

Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take all reasonable steps to remove that disadvantage by (i) changing provisions, criteria or practices, (ii) altering, removing or providing a reasonable alternative means of avoiding physical features and (iii) providing auxiliary aids. The effect of a reasonable adjustment should be to provide a service as close as reasonably possible to the standard offered to non-disabled people.

This is an **Anticipatory Duty** for service providers, i.e. all reasonable adjustments known to the service provider should be made in advance to assist potential disabled service users and not just to those who are known to the service provider.

What is considered **Reasonable** will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance.

For example, it would be a reasonable adjustment for a small business to fit a ramp allowing people in wheelchairs to access the services as easily as non-wheelchair users. For a large University, it would be reasonable to install lifts enabling students with limited mobility to access campus.

If an adjustment is reasonable, the person or organisation providing the service must pay for it.

Proportionate refers to measures or actions that are appropriate and necessary. Whether something is proportionate in the circumstances will be a question of fact and involve weighing up the discriminatory impact of the action against the reasons for it, and asking if there is any other way of achieving the aim. Where a decision is taken that a requested adjustment is not reasonable or proportionate, the University would need to ensure that the decision was supported by appropriate evidence.

Some examples of reasonable adjustments include:

- Providing information in **Alternative Formats** which are accessible to disabled people with specific impairments, for example Braille, audio description, subtitles and Easy Read.
- Fitting **Hearing Loops** that allow people with hearing aids to filter out distracting background noise in public places
- Fitting **Wheelchair Ramps** to allow access to different levels
- Providing **Disabled Facilities** that are wide enough for service users in wheelchairs

- Employing a **Palantypist** to allow an employee with a hearing impairment to take part in large meetings
- Installing **Videophone or Text phone** facilities for blind service users
- Providing **screen readers** for blind or partially sighted employees
- Providing **Sign Language Interpreters** at healthcare appointments

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date

Document Control Information			
Sue Clark	<i>New Policy</i>	1	VCET April 2018
Policy Management and Responsibilities:			
Owner: Sue Clark, Inclusion & Diversity Manager	This Policy is issued by the Sue Clark who has the authority to issue and communicate policy on Inclusion & Diversity.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>January 2018. No negative impact identified.</i>		
Legal implications (LPG)	2. <i>N/A</i>		
Information Governance (LPG)	3. <i>N/A</i>		
Student facing procedures (QEO)	4. <i>N/A</i>		
UKVI Compliance (Student Admin)	5. <i>N/A</i>		
Consultation:			
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	The University and the Trade Unions are currently in the process of negotiating a recognition agreement. Once this agreement is in place, consultation on this policy will reopen, with a view to seeking agreement.		
Review:			
Review due:	2 years by April 2020		
Document location:	University Policy & Procedure Pages		
University of Salford Policy pages http://www.salford.ac.uk/policies			
The owner and author are responsible for publicising this policy document.			