Liverpool Hope University

Equality and Diversity Policy

Approved by:	University Council
Date approved:	14.04.2011
Revised *(statutory changes)*	18.02.2012

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference.

Hope is committed to developing a framework that ensures that equality and diversity are mainstreamed into the full range of its activities. This policy provides the framework for the implementation and co-ordination at a corporate strategic level of the University's approach to recognising and advancing equality and diversity. It is supported and linked to a range of additional policies listed at Appendix Two. This policy and other associated polices are implemented in accordance the relevant current legislation and codes of practice.

Scope of Policy

This policy applies to all students, staff and visitors to the University along with those contracted to work at or for the University.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment with employees or through the admissions and overall student experience for students because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics". Appendix 1 identifies types of unlawful discrimination. Liverpool Hope fully adheres to the requirements of the Equality Act including section 149 – public sector Equality Duty.

Commitment

Hope is committed to the principles of equality and diversity as well as the prevention of discriminatory practices (even inadvertent). Within this context the University seeks to ensure that individuals to whom this policy applies :

- are treated with respect and dignity
- find it possible to participate fully in the life of the University
- are recognised for the varied contributions that contribute to Hope's mission
- have equal access to opportunities so as to maximise their personal, academic and professional development

Underpinning this approach is the principle that no individual covered by this policy will receive less favourable treatment on the grounds of sex, marital status, gender reassignment, racial group, disability, sexual orientation, religion or belief, age, socio-economic background, trade union membership, or any other irrelevant distinction.

Responsibility

The University Council has overall responsibility for ensuring that Hope operates within this framework and delegates detailed consideration of policy development in this area to its Staffing Committee.

Responsibility for implementation of this policy lies with the Rectorate and Senior Management Teams and for monitoring of its success with Staffing Committee and the Equal Opportunities Sub Committee.

The University recognises that all of its staff and students have a duty to support and uphold the principles contained in this policy and supporting policies and schemes. The commitment of all members of the community is required to make the policy a success. Every employee is required to assist the University to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, the University for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

In addition, all teaching staff are responsible for:

- promoting equality and diversity through their teaching programmes and through relations with students, staff and the wider community;
- ensuring that the curriculum covers the knowledge, skills and values which students need to tackle discrimination when they meet it and to help them to understand and value diversity;

and

- ensuring that materials used to deliver the curriculum are accessible to a diverse range of students and adjusted to meet specific needs, and that they are free from sexist, racist and other discriminatory assumptions, images and languages, unless they are being studied as examples of such.

Staff with responsibility for research governance are responsible for ensuring that research undertaken by the university does not contravene this policy.

Breach of Policy

The University will take seriously any incidents of non-adherence to the Equality and Diversity policy by staff, students and visitors. Any instances of non adherence will be investigated and where appropriate will be considered under the appropriate disciplinary policy for staff or students. With regard to any breach of the policy by visitors, the University will take appropriate action in relation to the nature of the incident.

Students who have concerns about unlawful discrimination, harassment or bullying are advised to consult the Code of Student Discipline and contact a member of the Students' Union, Student Services, their Course Tutor, Personal Tutor, or Head of Department.

Monitoring and Review

This policy will be reviewed by the University's Equal Opportunities Sub Committee ensure its effectiveness in achieving equality of opportunity. Monitoring and review activity will include:

- collecting, analysing and publishing monitoring information for both staff and students;
- publishing annual reports detailing progress towards the actions set out in the university's single equality action plan;
- reviewing equality impact assessments; and
- consulting with staff and students about equality and diversity issues at the university

Communication

The Equality and Diversity Policy is available to all staff and students of the University, both in hard copy and on the University Secretary's Office website. If alternative formats of the Policy are required please contact the University Secretary's Office.

The Equal Opportunities Sub Committee may from time to time supplement approved policy with guidelines that will be disseminated to relevant staff and students.

Complaints

Any complaint involving staff will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedures.

With regards to any student complaints these can be raised via the students' complaints procedures and/or the code of student discipline.

The above policies can be found on the University website.

Appendix 1

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers. For an employer to be liable:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment);
- it must be aware that the previous harassment has taken place; and
- it must have failed to take reasonable steps to prevent harassment from happening again.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so. However, an employee is not protected from victimisation if he or she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his or her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behaviour could amount to victimisation.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Appendix Two

STUDENTS

Arrangements for the recording of oral lectures/seminars by students with specific learning difficulties/disabilities

Code of Practice On Freedom Of Speech

Code of Student Discipline

Equal Opportunities Policy

The provision of Special Assessment Arrangements for Students with a Disability, Illness, Injury or Adverse Personal Circumstances

Student Mental Health - a University Policy and Guidelines

STAFF

Disciplinary rules and procedures for Capability and Conduct

Equal Pay Policy Statement

Grievance Procedure

Recruitment and Selection Policy

Sickness Absence Monitoring Policy

Staff development policy and procedures

Staff Harassment Policy

Stress Management Policy

Appendix Two continued

STUDENTS AND STAFF

Communications Policy

Data Protection Policy

Health and Safety Policy

Inclusive Language

This is not an exhaustive list of policies.