

Equality and Diversity Policy

1.0 Introduction

- 1.1 Newman University College is committed to fostering a diverse and inclusive community which encourages all students and employees to fulfil their potential and which values individuals because of their differences. This is in keeping with Newman University College's Catholic foundation and mission statement.
- 1.2 We recognise the benefits to the organisation of drawing on a wide range of skills and experience from a variety of cultures and backgrounds. A diverse student body will promote innovation and creativity. A more balanced staff profile will visibly demonstrate to students and employees alike that we are committed to providing an environment that fosters equality of opportunity for all.
- 1.3 We also anticipate that students and employees will benefit from learning and working in an inclusive environment which allows them to contribute fully and effectively to the organisation.
- 1.4 Newman University College supports all aspects of equality, and in particular the six key strands of race, gender, disability, age, sexual orientation and religion or belief. It also recognises the specific duties that exist in relation to disability, gender and race and has implemented detailed policies and action plans in these three areas. The University College is working on producing a single equality scheme to encompass all aspects of equality and diversity.
- 1.5 This policy has been adopted after consultation with the Equality and Diversity Committee, recognised Trade Unions, the Student Union and senior managers across the University College.

2.0 Purpose

This policy has a number of wide-ranging aims which are crucial to the success of the University College as a developing and dynamic organisation. The overall purpose of this policy is to:

- outline the framework for promoting equality and diversity within the University College community
- ensure that everyone associated with Newman University College understands the organisation's commitment to the promotion of equality and diversity
- ensure that all employees and students understand their own responsibilities for supporting a diverse community

3.0 Objectives

Newman University College has a number of specific objectives which it aims to achieve by the implementation of this policy:

- to develop a student and employee profile that reflects more closely the local or national profile, as appropriate
- to ensure that all potential students and employees are given an equal opportunity when applying to Newman University College.
- to ensure that all students and employees are given an equal opportunity to develop to their full potential while studying or working at Newman University College.
- to ensure that students and employees are able to carry out their studies or employment in an inclusive and fair environment which is free from discrimination, both direct or indirect discrimination, victimisation and harassment.
- to ensure that all policies and procedures within the university college are fair and are implemented equitably
- to become an employer and institution of choice

4.0 Definitions

Direct discrimination: when a person is treated less favourably than others (in the same or similar circumstances) on grounds of race, gender, disability, age, religion or belief, or sexual orientation.

Indirect discrimination: when a condition or requirement adversely affects one particular group considerably more than another group and which cannot be justified in terms of the requirements for performing the job.

Victimisation: it is unlawful to victimise individuals who have made allegations or complaints of discrimination, or have provided information about cases of discrimination. The University College regards proven acts of equality related victimisation as serious disciplinary matters.

Harassment: is unwarranted, unwelcome or uninvited behaviour, which is intimidating, humiliating, degrading, offensive or distressing to the recipient and which is motivated by or related to the gender, race, disability, age, religious belief or sexual orientation of an individual.

5.0 Actions

The objectives described in section 3.0 require an on-going change in the culture of the institution. A number of specific actions have been identified to begin to address this issue:

- the training of all staff has been identified as a key priority. A variety of training and methods of communication will be employed to ensure that employees and students are made aware of Newman University College's position regarding equality and diversity and also their own individual responsibilities for fostering a diverse community. This training and awareness raising will apply to all staff and students will also be included as part of the induction for new employees.
- as part of its Race, Gender and Disability Equality Schemes, the University will develop action plans to improve the diversity of the staff profile, which will be reviewed on a regular basis. The University College will provide progress reports on a regular basis.
- the University College will produce guidelines for managers, where applicable, to promote equality of opportunity in recruitment, promotion and development and other aspects of employment.

6.0 Scope and Responsibilities

6.1 This policy applies to any individual visiting, studying or working at Newman University College. Every individual within these categories is expected to adhere to the principles of equality and diversity expressed within this policy and the Equality and Diversity Commitment Statement.

6.2 Employees and students

All employees and students have a responsibility to:

- comply with this policy and the associated Equality and Diversity Commitment Statement during the course of their work or study, including professional and social activities undertaken associated with their course or Newman University College business
- ensure that any visitor to Newman University College, for whom they are responsible, complies with the principles of this policy
- treat others with respect at all times
- actively discourage discriminatory behaviour/practice
- co-operate with managers and participate in training and wider learning opportunities to eliminate prejudice and extend good practice

6.3 Managers

In addition to the responsibilities detailed in section 6.2 all managers are responsible for:

- ensuring that this policy is implemented within their own team
- ensuring that all staff within their team are briefed and trained, as appropriate, on diversity issues and as a minimum are aware of and have access to a copy of this policy
- dealing with any issues of discrimination in the first instance

6.4 The University College Management Group (CMG)

The University College Management Group (CMG) has responsibility for reviewing the annual report produced by the Equality and Diversity Committee and ensuring that progress against the Diversity Action Plan is being achieved.

In addition, members of CMG will be accountable for producing an action plan to promote equality and diversity within their area of responsibility. These plans will be submitted to the Diversity Committee and regular updates on progress will be provided by each member of the CMG. These action plans will include details of links with external organisations and actions for ensuring that these organisations comply with the policy.

6.5 The Board of Governors

The Board of Governors has ultimate responsibility for the determination of the educational character and mission of the University College and oversight of its activities. The Board therefore has a responsibility to endorse this policy and to ensure that progress is being achieved.

6.6 The Equality and Diversity Committee

The Equality and Diversity Committee is responsible for monitoring equality and diversity within the university college. This group is responsible for:

- overseeing the implementation, monitoring and review of the Equality and Diversity policy
- overseeing the implementation of the various Equality Duties action plans.
- promoting awareness of equality diversity issues throughout the University College community
- establishing and promoting the development, implementation and communication of the University College's strategies and policies in relation to all aspects of equality and diversity
- co-ordinating the development of appropriate information and data profiles to support the monitoring and evaluation of the various Equality schemes

and initiatives.

6.7 External Organisations

All external organisations, contractors and voluntary organisations working for or on behalf of the University should be informed of this policy and may be asked to provide evidence that their own policies, in relation to their employees, comply with the University College policy and with any agreed tendering/contracting process.

6.8 Visitors/members of the public

All visitors to the University College and members of the public who use Newman's services or facilities are expected to comply with the principles of this policy.

7.0 Associated Policies

- 7.1 This policy is supported by Newman University College's Equality and Diversity Commitment Statement which outlines the underpinning values and supporting actions associated with diversity issues.
- 7.2 Other associated relevant policies are the Dignity at Work Policy, the Race Equality Policy, the Framework Agreement for Modernisation of Pay and Grading Structures (Equal Pay statement), Employment policies for academic and administrative and support staff, Religious Belief Policy, Sexual Orientation Policy, Retirement Policy and the Disability Policy and associated guidelines.

8.0 Communication

- 8.1 This policy will be made available to all employees and students on Newman University College web site and intranet, both within the Equality web page, the Policies section of the staff intranet and the staff handbook. As part of the equality and diversity training programme all employees and students will receive a copy of this policy and the Equality and Diversity Commitment Statement.
- 8.2 The Equality and Diversity Committee will receive an annual report detailing progress against the various Equality Schemes and Action Plans. This report will be received by the, University College Management Group and the Board of Governors and will be made widely available to all employees and students via the Equality section of Newman University College web site.
- 8.3 This report will include information on:
 - The outcome of the relevant year's monitoring of statistics, targets and policies
 - Specific measures adopted to promote equality and diversity

- Assessment of progress against identified priorities, targets and timetables
- Any relevant recommendations

9.0 Monitoring and Review

- 9.1 Newman University College will maintain a statistical record, in terms of gender, disability and ethnic origin, for all its employees and students.
- 9.2 Personnel Services will regularly update employee information, which will be stored in compliance with the Data Protection Act 1998, and used only for the purposes of statistical analysis in connection with the Equality and Diversity Policy and statutory reporting responsibilities.
- 9.3 The student statistical record will be obtained from data received from students at application and at enrolment. All data presented to the Equality and Diversity Committee will be confidential and will not identify any student by name. The data will be stored in accordance with Newman University College's registration under the Data Protection Act 1998 and will be used for statistical purposes only in connection with the Equality and Diversity Policy and statutory reporting responsibilities.
- 9.4 Achievement of targets and action plans associated with the various equality schemes will be monitored and reviewed annually by the Equality and Diversity Committee.
- 9.5 This policy will be reviewed on a regular basis by the Equality and Diversity committee to ensure its effectiveness in achieving equality of opportunity for the various equality groups identified in section 1.4 of this policy.
- 9.6 The annual report produced by the Equality and Diversity Committee will be reviewed by the University Executive Board to monitor progress against the Promoting Diversity Action Plan.

10.0 Operative Date

The original Equality and Diversity policy was approved by the Board of Governors in December 2003. This revised version was approved by the Board of Governors on 17th March 2009 and takes effect from that date.