



EQUALITY, DIVERSITY AND INCLUSION POLICY

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Summary:	This document defines the equality, diversity and inclusion duties of the University towards its staff and students.

University of Winchester Equality, Diversity and Inclusion Policy

1 Equality, Diversity and Inclusion Policy

- 1.1 The University of Winchester is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. Discrimination because of sex, gender identity, sexual orientation, age, race, disability, religion and belief, parental, civil partner and marriage status will not be tolerated.
- 1.2 The University embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support.
- 1.3 The University recognises that equality should be embedded in all its activities and will seek to promote awareness of equality and foster good practice. The University is committed to a programme of action to support its equality policy, to monitoring its effectiveness, and to publishing information on progress towards its equality aims.
- 1.4 In exercising its policies, practices, procedures and other functions, the University will have due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.
- 1.5 In particular, the University will:
 - 1.5.1 Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low.
 - 1.5.2 Not ask job applicants questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
 - 1.5.3 Where appropriate, take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others.
 - 1.5.4 **In respect of students**, seek to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study.
 - 1.5.5 **In respect of staff**, ensure that entry into employment and progression within employment are determined solely by criteria which are related to the duties of a particular post and the relevant salary scale; and support career development and progression to ensure diverse representation and participation at all levels.
- 1.6 The University expects all members of the university community to treat each other with respect, courtesy and consideration and has a zero tolerant approach to any form of bullying or harassment. The University's approach to harassment and bullying is found in the Dignity at Work Policy.

2 Application of the Equality Policy

- 2.1 This policy applies to all members of the university community, including students and staff, applicants, associate members, and visitors.
- 2.2 All members of the university community are expected to act in accordance with this policy and to treat colleagues with respect at all times.
- 2.3 All visitors to the University, including contractors, and people operating on behalf of the University, whether on university premises or elsewhere, have a responsibility to behave in accordance with the principles of this policy.
- 2.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

3 Discrimination

- 3.1 Staff and students must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.
- 3.2 The following forms of discrimination are prohibited under this policy and are unlawful:
 - 3.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - 3.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
 - 3.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
 - 3.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
 - 3.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4 The University's commitment

- 4.1 The University will:

- 4.1.1 seek to embed equality in all its activities;
- 4.1.2 have regard to its obligations under relevant legislation, including the Equality Act 2010 ;
- 4.1.3 publicise this policy, and any relevant codes of practice and guidance;
- 4.1.4 use an evidence-based approach to inform its activities to increase equality and to measure the impact of any changes;
- 4.1.5 develop equality objectives and an action plan, and report on progress toward attaining those objectives;
- 4.1.6 monitor and publish data on its staff, students and applicants; and
- 4.1.7 regularly review this policy and all associated codes of practice and guidance.

5 Disabilities

- 5.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. Please contact HR in the first place and they will guide you through the process.

6 Part-time and fixed-term work

- 6.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless justified.

7 Responsibilities

Where Is Strategy Made?

- 7.1 The University through the Board of Governors and its major committees will provide mechanisms through which the University's strategic objectives for equality and diversity can be determined.

7.2 First Deputy Vice-Chancellor

The First Deputy Vice Chancellor will provide leadership on equality and diversity and oversee the development of equality policy frameworks and their application in the University, working as appropriate with relevant colleagues and bodies, including those committees that have a specific remit for equality issues.

7.3 The Equality and Diversity Committee

The Equality and Diversity Committee reports to the Executive Leadership Team and will advise on the development of strategy for work on equality and diversity, covering staff and students and embracing all protected groups.

7.4 The Director of Equalities and Staff Development

The Director of Equalities and Staff Development will work with university bodies, academic divisions and departments to ensure that the University's pursuit of excellence goes hand in hand with freedom from discrimination and equality of opportunity. In particular they will:

- 7.4.1 consider existing and emerging equality legislation with a view to identifying relevant issues to be translated into university policies
- 7.4.2 provide information and guidance to all university bodies to enable them to discharge their responsibilities
- 7.4.3 support senior members of the University in showing leadership on equality and diversity issues
- 7.4.4 facilitate central consultation and training with specific groups of staff and students

7.5 Divisions, Departments and Faculties

Deans of faculty, Directors and Heads of Departments are responsible for the day-to-day implementation of this policy and for supporting the delivery of the University's strategic objectives for equality and diversity in that department or faculty.

7.6 Managers

All managers are responsible for ensuring that equality is embedded in the work of their team.

7.7 All academic staff

All academic staff should promote an inclusive research and learning environment.

7.8 All staff and students

All staff and students have a responsibility to observe this policy.

8 Complaints

- 8.1 The University regards any breach of this policy by any member of the community as a serious matter to be dealt with through its agreed procedures
- 8.2 The procedures for dealing with concerns about breaches of the policy are set out below.

For Students

a) Applicants

For feedback on admissions decisions, see:

Undergraduate admissions & Postgraduate admissions:

Course.enquiries@winchester.ac.uk

b) Current students

Allegations of harassment and bullying are covered by the Disciplinary Procedures for Students. If appropriate try to resolve any issue first by seeking the advice of a trusted member of staff. Formal complaints can be raised through Report and Support and will be dealt with under the Disciplinary Procedures for Students (if the complaint relates to another student) or under the Staff Disciplinary Procedure (if the complaint relates to a member of staff).

Complaints about actions taken in relation to the above policies can be raised with the University Complaints team by emailing: complain@winchester.ac.uk

For Staff

a) Applicants

Applicants for employment should refer any concerns in writing to our Human Resources Department in the first instance.

b) Current staff

Allegations of harassment and bullying are covered by the University Dignity at Work Policy. Formal complaints can be raised through Human Resources or Report and Support and will be dealt with under the Staff Disciplinary Policy or Grievance Policy as and where appropriate.

See:

[Equality and Diversity Intranet Page](#)

[Human Resources Intranet page](#)

[Complaints and Report and Support Intranet Page](#)

9 Review

9.1 The Equality and Diversity Committee will review this policy on a three year cycle.