



Cardiff University

Equality and Diversity Policy

Date:

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Policy Statement

Cardiff University is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. The institution will support and develop the staff and student populations through providing all with access to facilities, personal and career development opportunities, employment and study on an equal basis regardless of ethnic origin, national identity, disability, age, gender, sexual orientation, religious belief or socio-economic background.

This commitment supports the organisational principles of the University and upholds the ethos of establishing a culture based on dignity, courtesy and respect.

This policy builds upon the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that Cardiff University endeavours to exemplify best practice.

The University values diversity and recognises that the institution is greatly enhanced by the disparate range of backgrounds, experiences, views, beliefs and cultures represented within its staff and student populations. The institution aims to embrace diversity in all of its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the University.

The Equality and Diversity policy underpins the Mission of Cardiff University and is integral to the success of the institution as a world-class University and an employer of choice.

This is an over-arching policy designed to outline the fundamental principles of University's commitment to equality and diversity and will be supported by specific action plans for each of the following: Gender, Race, Disability, Religion and/or Belief, Sexual Orientation, Age and Dignity at Work and Study.

The policy applies to all students, to all applicants for posts with the University, to all staff employed on a full time or part-time basis, to all staff on permanent or temporary contracts, to agency staff, to honorary title/contract holders and visitors undertaking duties in the name of the University and to sub-contractors undertaking work on the University site.

Legislative Background

Under Equality legislation it is unlawful to:

- discriminate directly against anyone and treat him/her less favourably than others on account of race, disability, gender, sexual orientation or religion or belief;
- discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people of a particular race, gender, sexual orientation or religion or belief or disadvantages people with disabilities;
- subject someone to harassment on account of race, disability, gender, sexual orientation or religion or belief;
- victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination on grounds of sexual orientation, religion or belief;
- discriminate against someone in certain circumstances on account of race, disability, gender, sexual orientation or religion or belief after the working relationship has ended.

Objectives:

- to develop and promote a culture of equality and diversity throughout the institution;
- to develop and promote a culture of dignity, courtesy and respect;
- to support all staff, regardless of race, disability, gender, sexual orientation, religion or belief;
- to prevent all forms of unlawful discrimination;

- to deal with all forms of discrimination consistently and effectively;
- to ensure that the Equality and Diversity policy influences and informs the culture of the University.

Definitions

Equal opportunities refers to the elimination of unlawful and unfair direct and indirect discrimination of particular groups.

Diversity can be defined as the wide range of differences, both visible and non-visible, that characterise people (such as nationality, race, gender, background or belief).

It is the aim of Cardiff University that individuals and groups within the institution are not only treated on an equal basis, but that their diverse contributions to the academic, social and cultural life of the University are recognised and developed.

Roles and Responsibilities:

It is incumbent upon all members of the University community to behave with dignity, courtesy and respect and to act in a non-discriminatory manner at all times.

Role of Staff

- actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy;
- to support the aims of the University Equality and Diversity policy;
- to undertake appropriate equality and diversity training.

Role of Students

- actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy;
- to support the aims of the University Equality and Diversity policy;
- to be aware of equality and diversity issues.

Role of Human Resources

- to provide appropriate equality and diversity awareness and training for all staff;
- to support Heads of School/Administrative Directorates in implementing the policy;
- to ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied;
- to monitor equality data and to publish the findings of monitoring activity, as appropriate.

Role of Heads of School/Administrative Directorate

- to ensure that all members of staff within the School/Administrative Directorate receive the appropriate equality and diversity training;
- to investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly;
- to ensure that selection and appointment procedures, performance management processes, staff development opportunities and disciplinary and grievance processes are fairly and consistently applied to all staff;
- to treat all applications for flexible practices on a fair and equitable basis and to provide reasonable and objective reasons when such requests must be refused;
- to ensure that selection and admissions procedures, assessment processes, career development opportunities and disciplinary and complaints procedures are fairly and consistently applied to all students within the School/Administrative Directorate;
- to ensure that equality and diversity issues are considered as part of the School/Divisional planning processes.

Role of Equality and Diversity Committee

- to advise Council on best practice in all matters relating to equality and diversity;
- to devise and recommend policies, procedures and action plans to ensure that all legislative requirements are met and best practice adopted;
- to collect and review data relevant to diversity and equality matters relating to students or employees on a regular basis and recommend changes to policies and procedures as appropriate;
- to advise on the provision of appropriate training and awareness-raising in relation to all equal opportunities and diversity matters.

Role of Vice-Chancellor

- to provide leadership in the operation and implementation of the Equality and Diversity policy;
- to be accountable for the actions of Cardiff University Board in relation to this policy.

Role of Cardiff University Board

- to encourage, foster and promote a culture of equality and diversity in the institution;
- to ensure consistency of this policy with other policies and initiatives, making recommendations and providing advice on implementation of the policy.

Role of Strategy and Resources Committee

- to control the financial and budgetary resources required to implement this policy;
- to integrate equality and diversity considerations into corporate planning.

Role of Senate

- to take responsibility for equality and diversity issues in relation to the academic life of the institution.

Role of Council

- to hold ultimate accountability for the Equality and Diversity policy.

Role of Committee Chairs

- to ensure that equality and diversity issues are mainstreamed into the work of committees.

Role of Managers/Course Leaders

- to ensure that they work to promote equality and diversity as an integral part of the services they provide and the policies and procedures they both develop and apply.

Application of the Policy: Staff

Recruitment and Selection

- recruitment advertising will encourage applications from all sectors of the community reflecting the University's commitment to equality and diversity;
- recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates;
- job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position;
- shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

Grading and Promotion

- all grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

Staff Development

- all staff will have equal access to induction, personal and career development opportunities and facilities.

Performance Management

- probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Grievance

- disciplinary and grievance procedures will be applied fairly and transparently for all staff;
- allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Welsh Language Scheme

- the University operates a Welsh Language Scheme to support and promote the Welsh language.

Applications of the Policy: Students

Recruitment, Selection and Admission

- all information contained in prospectuses, websites and other material used in the recruitment of students should promote equality of opportunity and make reference to this policy;
- all staff involved in the recruitment, selection and admission of students will have an awareness of equality and diversity.

Assessment

- there will be clear, consistent and transparent criteria for student assessments and all assessments will take place on an equal opportunities basis.

Career Planning and Participation

- all students will have access to career planning support and will be encouraged to participate fully in the academic, cultural and social life of the University.

Discipline and Student Complaints

- discipline and student complaints procedures will be applied fairly and transparently for all students;
- allegations of harassment or discrimination will be dealt with under the Student Disciplinary Code.

Welsh Language Scheme

- the University operates a Welsh Language Scheme to support and promote the Welsh language.

Training

Equality and diversity awareness raising and training will be mandatory for all staff. Information will be provided to all students in order to raise awareness of equality and diversity and the contents of this policy.

Communication

This policy will normally be available on the University's website at www.cf.ac.uk. It will also be available in printed form and, if requested, will be made available in different formats (eg. large print, audio cassette) and in different languages (Welsh, in accordance with the University's Welsh Language Scheme and some minority languages). The policy will be included in the HR Handbook and will be referred to in the Student Diary.

Monitoring

Statistics will be gathered to monitor equality across all aspects of University processes and will be used to inform future practice.

Confidentiality

Any information disclosed to the institution in relation equality and diversity issues will be kept strictly confidential in accordance with legislative requirements.

Breach of Policy

Contravention of the Equality and Diversity policy will be treated as a disciplinary matter and offenders will be dealt with under the University Disciplinary policy for staff or the Student Disciplinary Code.

Schedule for Revision:

Revisions:

<u>Version</u>	<u>Date</u>	<u>Revision</u>	<u>Date</u>

Sources of Further Guidance:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Disability Discrimination Act 1995
- Humans Rights Act 1998
- Race Relations Amendment Act 2000
- Employment Equality Legislation 2003 (Religion or Belief)
- Employment Equality Legislation 2003 (Sexual Orientation)

- www.acas.org.uk
- www.cre.gov.uk
- www.ecu.ac.uk
- www.eoc.org.uk

Human Resources Directorate