



## Equality & Diversity Policy



Core Documentation Cover Page

# Equality & Diversity Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2017 SMT	Major Change to update and combine the Equal Opportunities Policy for Staff and Equality and Diversity Policy for Students.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2019 or in line with any legislative changes
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2019 or in line with any legislative changes

## Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## EQUALITY & DIVERSITY POLICY

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## 1. SCOPE

- 1.1 The University College of Osteopathy (UCO) is committed to promoting equality and diversity and expects all those connected with the UCO to be treated equally, with dignity and respect and without being subjected to discrimination.
- 1.2 This policy applies to all those who come into contact with the UCO including: staff; students; patients; visitors; trustees; partner organisations; contractors and suppliers.
- 1.3 This policy is designed to enable us to meet our equality duties, including legislative requirements under the Equality Act 2010 and the Public Sector Equality Duties.

## 2. INTRODUCTION

- 2.1 Promoting equal opportunity, diversity and inclusion is included in our core underpinning values and is integrated into activities undertaken within the UCO. This includes: strategic and operational planning; development, delivery and assessment of curriculum; student admissions and all aspects of employment including the recruitment and selection of staff. We also aim to ensure that equality of opportunity is an integral part of engagement of contractors and procurement of services.
- 2.2 This policy advises both those affected by and those who witness an act of discrimination on the process of making a complaint. The UCO will take complaints of bullying, harassment, victimisation and unlawful discrimination seriously and will deal them promptly.
- 2.3 The HR Manager and Student Support Manager can provide advice and guidance on equality and diversity matters.
- 2.4 This policy is non-contractual and may be updated or varied by the UCO.

## 3. PRINCIPLES OF EQUALITY AND DIVERSITY

- 3.1 This policy applies specifically to discrimination and equality of opportunity in respect of the nine protected characteristics as defined in the Equality Act 2010:
  - a) Age
  - b) Disability
  - c) Race
  - d) Gender
  - e) Religion or cultural beliefs
  - f) Gender re-assignment
  - g) Marital status and civil partnership
  - h) Sexual orientation
  - i) Pregnancy and maternity

- 3.2 The UCO's commitment to anti-discriminatory practice relates to all kinds of discrimination as detailed below:
- a) Direct discrimination: where someone is treated less favourably than another because of a protected characteristic.
  - b) Indirect discrimination: when a requirement or a condition is applied resulting in a detrimental effect on a particular group or individual. This applies even if there was no deliberate intention to discriminate.
  - c) Associative discrimination: direct discrimination against someone because they associate with another person who has a protected characteristic.
  - d) Perceptive discrimination: direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
  - e) Victimisation: when someone receives detrimental treatment because they have made or supported a complaint under the Equality Act, or it is thought that they have done so.
  - f) Harassment: unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic. Harassment in some cases may also be considered a criminal matter. This could include sexual harassment or harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic.

#### 4. THE UCO AS AN EDUCATION PROVIDER

- 4.1 The UCO is fully committed to a policy of inclusion and aims to promote equality and diversity as an education provider. This includes taking reasonable steps to ensure that no applicant or student of the UCO receives less favourable treatment, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Advertising, student recruitment, selection, teaching and assessment practices will be subject to regular review to ensure that they comply with this policy, current legislation and best practice.
- 4.2 The UCO regards discrimination, harassment, victimisation or bullying as a disciplinary offence. If a student is reported to have breached this policy, the matter will be investigated in accordance with the Code of Conduct Policy & Disciplinary Procedure for Students.
- 4.3 In circumstances where a student raises a complaint, this should be made and investigated in accordance with the Student Complaints Procedures, or where appropriate the Public Interest Disclosure (Whistleblowing) Policy.
- 4.4 Students will not be penalised for raising a complaint of discrimination or harassment even if it is not upheld, unless the complaint is found to be untrue and raised maliciously.

## 5. THE UCO AS AN EMPLOYER

- 5.1 The UCO aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. This includes in pay and benefits, terms and conditions of employment, dealing with grievance and disciplinary matters, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities.
- 5.2 The UCO regards discrimination, harassment, victimisation or bullying as a disciplinary offence that could be regarded as gross misconduct leading to summary dismissal. In circumstances where a member of staff is suspected to have breached this policy, an investigation will be carried out in accordance with the Code of Conduct Policy for Staff and Disciplinary Procedure for Staff.
- 5.3 In addition, line managers who had knowledge that such discrimination or harassment had occurred but who had taken no action to eliminate or report it in a timely manner, may also be subject to an investigation in accordance with the policies and procedures detailed in 5.2.
- 5.4 All staff should understand they, as well as their employer, can be held personally liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment against fellow employees, customers, suppliers and the public.
- 5.5 In circumstances where a member of staff raises a complaint, this should be made and investigated in accordance with the Staff Grievance Procedure, or where appropriate the Public Interest Disclosure (Whistleblowing) Policy.
- 5.6 Employees will not be penalised for raising a complaint of discrimination or harassment even if it is not upheld, unless the complaint is found to be untrue and raised maliciously.

## 6. THE UCO AS A SERVICE PROVIDER

- 6.1 The UCO will seek to support access to our services, this will include wherever practicable, making specific access arrangements for patients with a protected characteristic.
- 6.2 Complaints by a patient or any other service user should be made and will be investigated in accordance with the Patients Complaints Procedures, or where appropriate the Public Interest Disclosure (Whistleblowing) Policy.

## 7. DATA COLLECTION

- 7.1 The UCO will comply with the requirements of the Data Protection Act in the collection, storage, monitoring and reporting of sensitive personal data. Data will be collected where it is reasonable, proportionate and practical to do so in line with the UCO's Data Protection Policy for Students and Data Protection Policy for Staff.

## 8. MONITORING

- 8.1 The Equality Committee, which includes board member representation, has a responsibility for ensuring that the UCO's aims for equality and diversity are met, and for fostering a working and learning environment in which all staff and students have the opportunity to fulfil their potential.

- 8.2 The Equality Committee will support and monitor the implementation of this policy and the UCO Equality Scheme and Action Plan.
- 8.3 Managers and policy holders will update UCO policies and procedures when necessary and in response to changes in legislation. This will include carrying out or updating an Equality Impact Assessment (EIA), which will be reviewed by the Equality Committee.
- 8.4 Registry and Human Resources will collect and monitor sensitive personal data for students and staff to report to regulating bodies as required. This data may also be used to analyse the profile of students and staff against protected characteristics to identify and address any issues in equality and diversity.

## 9. RELATED POLICIES AND PROCEDURES

- 9.1 All UCO policies and procedures referred to in this document can be found on the UCO intranet page at: [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/)
  - a) Code of Conduct Policy & Disciplinary Procedure for Students
  - b) Student Complaints Procedures
  - c) Code of Conduct Policy for Staff
  - d) Disciplinary Procedure for Staff
  - e) Staff Grievance Procedure
  - f) Data Protection Policy for Students
  - g) Data Protection Policy for Staff
  - h) Public Interest Disclosure (Whistleblowing) Policy
  - i) Patients Complaints Procedures