



# **Equality, Diversity and Inclusivity Policy**

Core Documentation Cover Page

# Equality, Diversity & Inclusivity 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
V3.0	Feb 2021	Administrative changes and added responsibilities	Head of Student Services	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sept 2024 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 & INCLUSIVITY POLICY

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## 1. INTRODUCTION

The UCO is proud to be a diverse community made up of staff and students from a wide range of backgrounds. We recognise that individual perceptions of acceptable and unacceptable behaviour at work or study may vary. We aim to create a working and learning environment where different values and beliefs can be freely expressed and openly discussed.

We believe that discrimination and/or exclusion based on individual characteristics represents a waste of talent and a denial of opportunity for self-fulfilment.

We respect the rights of individuals, including the right to hold a different belief or view and we will not allow these differences to develop a hostile environment or to degrade individuals.

We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision and principles listed here.

## 2. PRINCIPLES OF EQUALITY, DIVERSITY AND INCLUSIVITY

The Equality Act 2010: Public Sector Equality Duty found and can be [here](#).

The Equality Duty 2010 cover the following protected characteristics:

- a) Age
- b) Disability
- c) Race
- d) Gender
- e) Religion or cultural beliefs
- f) Gender re-assignment
- g) Sexual orientation
- h) Pregnancy and maternity

And it also applies to marriage and civil partnerships, but only in respect of the requirements to have due regard to the need to eliminate discrimination. The duty is designed to reduce bureaucracy while ensuring public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity to all.

The duty has three aims. It requires public bodies to have due regards to the need to:

- Eliminate all discrimination, harassment, victimisation and any other conduct prohibited by the Act. This involves meeting the needs of people with protected characteristic and removing and minimising disadvantages suffered by those people.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it. This involves encouraging people with protected characteristics to participate in public life or in other activities where participation is low.
- Foster good relations between people who share a protected characteristic and people who do not share it. This involves tackling prejudice and promoting understanding between people who share protected characteristics and others.

- 2.1 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.

### 3 THE UCO AS AN EDUCATION PROVIDER

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.

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.

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.

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.

### 4 THE UCO AS AN EMPLOYER

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 All staff should understand they, as well as their employer, can be held personally liable for acts of bullying, harassment, victimisation and discrimination, in the course of their employment against fellow employees, customers, suppliers and the public.
- 4.5 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.
- 4.6 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.

## 5 THE UCO AS A SERVICE PROVIDER

- 5.1 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.
- 5.2 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.

## 6 RESPONSIBILITIES

- 6.1 Everyone at the UCO have responsibility for ensuring that their conduct is in accordance with this policy. Everyone must have a clear understanding of the policy and commitment is required at every level.
- 6.2 It is recognised that managers and staff with management responsibilities have additional responsibilities for ensuring the appropriate measures are implemented within their areas of work.
- 6.3 UCO will take appropriate disciplinary or legal action to protect its staff and student from any discriminatory action or behaviour by any individual or group. Internal allegations of discrimination will be managed under the appropriate student and staff grievance or disciplinary procedures.

Role	Your Equality, Diversity & Inclusion responsibilities:
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You are a student, you should:	<ul style="list-style-type: none"> <li>• Treat all members of the UCO community with dignity and respect for their rights and beliefs.</li> <li>• Challenge or report incidents of discrimination and/or bullying.</li> <li>• Respond positively and inclusively to individual differences.</li> </ul>
You are a staff member, consultant, or agent, <b>you should do all the above, and:</b>	<ul style="list-style-type: none"> <li>• Anticipate and respond positively to different needs and circumstances of member of the UCO community.</li> <li>• Apply equality and diversity principles through everyday activities.</li> <li>• Ensure you are aware of the UCO Equality, Diversity &amp; Inclusivity policy and what it contains.</li> </ul>
You are academic staff in teaching or research, <b>you should do all the above, and:</b>	<ul style="list-style-type: none"> <li>• Develop your materials with your audience in mind, recognising the diversity of the student body.</li> <li>• Ensure that your research activity adheres to equality and diversity principles and ethical research standards.</li> </ul>
You are line manager, <b>you should do all the above, and:</b>	<ul style="list-style-type: none"> <li>• Ensure that the UCO equality visions is communicated to potential employees and new staff through the induction process.</li> <li>• Ensure all employees are aware of their responsibilities.</li> <li>• Identify and respond to equality and diversity staff development needs.</li> <li>• Set appropriate equality related objectives for your staff.</li> </ul>
You are a Unit Leader, Practice Educator, Senior Practice Educator, <b>you should do all the above, and:</b>	<ul style="list-style-type: none"> <li>• Where relevant, include equality and diversity development actions in the curriculum.</li> <li>• Ensure all interactions with students are not influenced by.</li> <li>• Curriculum is accessible by all students irrelevant of background or personal situation.</li> <li>• Ensure delivery of all learning is accessible to all student groups.</li> <li>• Assess and report progress against agreed equality action plans.</li> </ul>
You are a member of the Vice Chancellor's Group, <b>you should all the above, and:</b>	<ul style="list-style-type: none"> <li>• Champion, sponsor and promote Equality, Diversity and Inclusion.</li> <li>• Ensure institutional compliance and equality legislation.</li> </ul>

## 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, Diversity & Inclusivity 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, Diversity & Inclusivity 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, Diversity & Inclusivity 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