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| **Policy Name** | **Equality & Diversity Policy** | **Policy Number** | HR011 |
| **Approval date** | October 2019 | **To be reviewed** | Annually |
| **Approved by** | UCB Guild HR Subcommittee | | |
| **Noted/endorsed** | Guild Manager | | |
| **Applicable to** | All staff and officers | | |
| **Related policies** |  | | |

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| **REVIEW HISTORY** | | | |
| **Date** | **Name** | **Role** | **Notes** |
| 24/10/2019 | Sarah Kerton | Guild Manager, UCB Guild | Creation of new policy and approval by HR Subcommittee |
| 31/10/2019 | Sarah Kerton | Guild Manager, UCB Guild | Ratified by Trustee Board |

**EQUALITY AND DIVERSITY POLICY**

**Summary**

This policy seeks to encourage a community in which all individuals may contribute as fully as possible without fear of unfair and discriminatory attitudes and practices and seeks to ensure that all staff and stakeholders are treated with respect and dignity.

In order to ensure that there is a positive atmosphere, this Guild seeks to create and sustain a welcoming environment for all of its users both in and outside of the Guild's premises.

**Equal Opportunities Code of Practice**   
Principles   
Unlawful discrimination, direct or indirect, based on:

* sex;
* gender including gender reassignment;
* ethnicity and race;
* national or regional origin;
* age;
* socio-economic background;
* disability;
* religion or belief;
* sexual orientation;
* family circumstances including marriage or civil partnership, and childcare including adoption and fostering;
* pregnancy and maternity;
* Trade Union membership;

or any protected characteristic under the Equality Act 2010 is unacceptable and will not be tolerated.

Such forms of discrimination are to the detriment of the individual and the Guild as a whole.

Equal opportunities policies can only succeed with the active support of the whole organisation and the Guild seeks to involve all sections of students and staff in the continued development and implementation of its policy and related activities.

The Guild will consider its commitment to equal opportunity throughout all aspects of employment in that the only consideration in recruitment, training, appraisal, promotion and general treatment of employees must be how the genuine requirements of the post are met, or are likely to be met, by the person under consideration whether during the recruitment process or during their employment.

*Job Descriptions*

All job descriptions will state clearly the main duties of the position

The personal specification will outline the essential and desirable competencies needed to perform the job satisfactorily.

Any qualifications, skills, work experience and personal qualities stated should be relevant to those needed to perform the job satisfactorily.

Care must be taken to ensure that job descriptions do not indirectly discriminate by setting a requirement that cannot be met by a particular person or group of persons and is not a requirement to do the job e.g. setting a restriction such as a radius to work from home location.

*Advertising*

Student staff positions will be advertised internally only, with advertisements done through the website.

Any permanent position will be advertised internally and externally. If there is a position which is a promotion opportunity for permanent staff this may, after due consideration, be advertised internally in the first instance.

Any advertisement must not discourage persons who are eligible for the post from applying and must clearly reflect the job description accurately.

*Job Application Forms*

The Guild’s job application forms will include a section for Equal Opportunities monitoring purposes and a record should be kept in order to provide any statistics upon request.

A large print version of the application can be made available, upon request.

Application forms will be reviewed regularly to ensure that it is in line with our Equality and Diversity Policy and any changes to employment legislation.

The application form will include a section which will enable applicants to state any special requirements or arrangements should they be invited to attend for interview.

Applicants will be informed that they are welcome to ask for feedback on their application and the reasons given if rejected.

Records will be kept for a period of 6 months from the date of the interview.

*Selection*

The Guild’s application form will make no reference to age, gender or ethnicity.

No person will be allowed to be involved in the recruitment and selection process unless they have had training in the Guild's Recruitment and Selection Procedure and equal opportunities issues connected with selection and recruitment. Such issues include stereotypical views, general assumptions and prejudices about race, family circumstances, socio-economic background, religion or political beliefs, age, health and disabilities.

A minimum of two staff members will carry out shortlisting for student posts.

For permanent staff, where possible, at least two permanent staff members and on some occasions one sabbatical officer will also carry out any short listing.

The selection panel will document the reasons for their rejection/selection of candidates at each stage. All short listing and selection paperwork will be retained by the Guild Manager at the end of the recruitment process for a period of 6 months.

*Interviewing*

Interviews should be conducted in such a way as to ensure all candidates are interviewed in a consistent manner and can be compared in a fair and equitable way following the interview process.

Membership of the selection panel must be in line with the principles of equal opportunities.

Membership of the selection panel must not change during the course of the interviews for a position. In exceptional circumstances however, if a member of staff or sabbatical officer was unable to continue interviewing for special reasons a suitable replacement would be found and the position explained to the candidates affected by the change.

One member of the selection panel will be appointed to chair the interviews and ensure that the interview is conducted in accordance with the Guild’s Equality and Diversity Policy.

All interview questions will be prepared in advance and the selection panel will meet prior to the interviews to ensure that the questions asked are agreed and comply with the principles of equal opportunities.

The selection panel must ensure that the same questions or broadly similar questions are asked of all candidates and that all questions relate only to the requirements of the position and could not be deemed discriminatory.

All candidates must be made aware of the Guild’s commitment towards equal opportunities.

If there is any selection test involved in the interview process, care must be taken to measure only the criteria required to do, or to train for, the job in question.

If an interviewed candidate does not meet the personal specification of the position, the reasons must be clearly documented by the Chair of the selection panel.

Any complaint received regarding equal opportunities issues during the recruitment and selection process must be investigated by a panel of two staff members, or if not possible board members, and one member of the Executive Team who were not on the selection panel in question.

One of the staff members should act as the Chair of the investigating panel and provide a report on the findings.

*Terms and Conditions of Employment*

All employees must be made aware, during induction, of their obligation to uphold the principles of the Guild’s Equality and Diversity Policy. Employees must be made aware that any breach would be investigated and if proven would result in disciplinary action being taken against them.

The only consideration in recruitment, training, appraisal, promotion and general treatment of employees must be how the genuine requirements of the post are met, or are likely to be met, by the person under consideration whether during the recruitment process or during their employment.

All new staff should be the subject to the same length of probationary service as any other staff member in their grade band. This can be extended after the end of probationary period if performance, attitude or skills are in question.

The Guild must give consideration to any staff member whose personal circumstances change and base any decision, subject to operational needs, on the principles of equal opportunities.

*Opportunities for development and progression*

All criteria and procedures for promotion, regarding, training/personal development and discretionary increments must be reviewed and be in accordance with the Guild’s Equality and Diversity Policy.

The training policy of the Guild will reflect the Guild’s Equality and Diversity Policy.by displaying and circulating all training and development activities to ensure that all employees and Executive are aware of them.

Any training material must meet legal requirements and the Guild’s Equality and Diversity Policy.

Training must take account of the personal and domestic responsibilities of staff.

*Procedure for complaints, feedback and assessment*

All staff should be made aware of the Guild's Grievance and Disciplinary Procedures and Dignity and Work Policy. Both can be invoked to enable investigation of any alleged discrimination, harassment or bullying by another member of Guild staff, elected student representatives and officers.

All staff will be given the opportunity to raise matters for discussion in various forums, e.g. staff meetings, departmental meetings, personal reviews etc.

Guild Environment   
  
The Guild will convey to staff that it is committed to ensuring the Guild is a safe environment that respects individuals and is free from any forms of harassment and bullying.

All staff should be aware that all Guild buildings and events should be accessible and safe for staff, students and visitors to the Guild. Any obstruction or suggestion for a reasonable adjustment to ensure safe access for all, particularly disabled persons, should be reported to the Guild Manager.

The Guild will ensure that non-discriminatory language is used in its internal and external documents, letters, memos, reports, publications, posters and other communications. This includes all verbal communications, for example, tannoy announcements, telephone conversations, faxes, e-mail, interviews, committees and meetings.

Review

The Guild will regularly review all policies and procedures relating to employment in line with legislation or any other issue to ensure the fair and effective implementation of the Equality and Diversity Policy.

**Diversity Code of Practice**

The Guild is committed to promoting equality and diversity and providing an inclusive and supportive environment for all.

In the implementation of this policy the Guild will:

* Ensure that people are treated solely on the basis of their abilities and potential, regardless of sex; gender including gender reassignment; ethnicity and race; national or regional origin; age; socio-economic background; disability; religion or belief; sexual orientation; family circumstances including marriage or civil partnership, and childcare including adoption and fostering; pregnancy and maternity; Trade Union membership or any protected characteristic under the Equality Act 2010.
* Promote diversity and equality for students and staff and value the contributions made by individuals and groups of people from all walks of life.
* Promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group wherever reasonable and practicable.
* Treat part time staff and students fairly and challenge inequality and less favourable treatment, wherever practicable ensuring individuals experience a level playing field for achieving opportunities.
* Promote greater participation of under-represented groups of students and staff by encouraging positive action to address inequality.
* Promote an environment free of harassment and bullying on any grounds in relation to all staff, students, and visitors.