



Cardiff
Metropolitan
University

Prifysgol
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Equal Opportunities Policy

Impact Assessed – Date:	
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Date of next review:	Summer 2014



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CARDIFF METROPOLITAN UNIVERSITY

EQUAL OPPORTUNITIES POLICY

1. Policy Statement

- 1.1 Cardiff Metropolitan University is committed to providing an inclusive working and studying culture in which all individuals are able and encouraged to participate fully and are treated on the basis of their merits and abilities.
- 1.2 Cardiff Metropolitan University recognises that unlawful discrimination is unacceptable in any form, is committed to treating individuals with dignity and respect, valued for their contribution, and to providing an environment that promotes equality of opportunity for staff and students in all aspects of its activities as an employer, and provider of an higher education and as a community resource.
- 1.3 Cardiff Metropolitan University is committed to providing a working and learning environment free from any form of harassment, intimidation, victimisation or discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- 1.4 Cardiff Metropolitan University will develop and endeavour to maintain structures, practices and procedures that have the effect of treating people on the basis of their ability and potential. We recognise that different people and groups have different needs and that people have multiple-identities and multiple needs. We will make reasonable adjustments and proportional changes to our processes and procedures to meet the needs and circumstances of our students, staff, governors, service users and partners.
- 1.5 Cardiff Metropolitan University accepts its statutory responsibilities and is committed to extending the principles laid down in law to any individual or groups, who are discriminated against or treated unfairly.
- 1.6 Cardiff Metropolitan University will ensure that it is fully aware of its responsibility towards the promotion of equal opportunities and is properly equipped to take account of the diverse needs of particular groups when providing services.

- 1.7 Members of the Board of Governors, staff and students are collectively and individually responsible for ensuring that this Equal Opportunities Policy is put into practice.

2. **Discrimination**

- 2.1 Cardiff Metropolitan University will not tolerate any form of unlawful discrimination. Discrimination can take place in the following ways:
 - 2.1.1 **Direct Discrimination** – means treating people less favourably than others are or would be treated in similar circumstances. Therefore, it would usually be unlawful to select or to fail to select somebody because of his or her age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
 - 2.1.2 **Indirect Discrimination** – means applying an unjustifiable provision, criterion or practice which in theory applies to everyone, but which in practice (whether intentional or not) few people in certain groups (because of their age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex and sexual orientation) are able to comply. Requirements relating to dress, physical characteristics and length of service can fall into this category.
 - 2.1.3 **Harassment (including sexual and racial)** – is defined as unwanted/uninvited/unreciprocated conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Cardiff Metropolitan University has a specific code of practice for dealing with harassment and bullying matters.
 - 2.1.4 **Victimisation** – is defined as treating people less favourably because of action they have taken under or in connection with any of the legislation – for example if someone has made, or is considering making a formal complaint of discrimination or has given or is considering giving evidence in a tribunal case.
- 2.2 Cardiff Metropolitan University aims to create a workplace and learning place, which is totally free from all offensive, insulting or oppressive behaviour.

3. **Scope of Policy**

- 3.1 The Board of Governors has ultimate responsibility for the implementation of and adherence to Cardiff Metropolitan University's Equal Opportunities Policy and associated action plans.
- 3.2 In its commitment to equality of opportunities, Cardiff Metropolitan University will ensure that positive steps are taken to identify and combat all forms of unlawful discrimination so that no potential or existing member is discriminated against either unlawfully, directly or indirectly.
- 3.3 Cardiff Metropolitan University will publicise its commitment to the Policy to both existing and potential members of the organisation. The Policy applies without exceptions to all governors, staff and students and will be included in the staff and student webpages.
- 3.4 Cardiff Metropolitan University recognises that the implementation of equal opportunities practices is important to its development and continuing

success and will take responsibility for ensuring implementation of the policy and associated codes of practice.

- 3.5 The Board of Governors, students and staff have individual responsibilities to ensure that they comply with the policy. They must also co-operate with those persons with specific responsibilities and assignments for equal opportunities to enable and support them in carrying out their duties.
- 3.6 Cardiff Metropolitan University will require all individuals and organisations which provide services for or on behalf of Cardiff Metropolitan University to demonstrate a similar commitment to equal opportunities and to have appropriate procedures in place.
- 3.7 An appropriate member of Cardiff Metropolitan University's staff and/or governor will investigate any alleged breach of this policy. If the allegation is upheld, action will be taken which could result in disciplinary proceedings against staff and students. Contractors and service providers could be removed from Cardiff Metropolitan University's panel of approved providers, and Governors removed from the Board.

4. Aims of the Policy

4.1 The aims of the policy are:

- 4.1.1 to provide transparent mechanisms and systems to improve, implement, monitor and review codes of practice on equal opportunities;
- 4.1.2 to promote and maintain an equal opportunities culture and environment throughout Cardiff Metropolitan University by means of accurate monitoring, setting of realistic targets and programmes of positive action;
- 4.1.3 to fulfil statutory obligations;
- 4.1.4 to provide the widest possible access to those individuals who seek to benefit from its educational activities and to encourage women, minority groups and disabled people and people with life experience into areas of education and employment where they are under-represented;
- 4.1.5 to provide an inclusive environment where all relevant stakeholders, including staff and students, have the right to be consulted about Cardiff Metropolitan University policies, procedures and practices and are encouraged to contribute to the decision making process of the University.

4.2 To effect these aims action will be taken:

- 4.2.1 to provide equal access to opportunities for personal, professional or academic development, career progression and promotion opportunities to all staff;
- 4.2.2 to enable students to fulfil their potential;
- 4.2.3 to ensure that all potential, new and existing members of the Board of Governors, staff, students and related parties and stakeholders are

informed of the provisions of this policy and its implications for their work and studies;

- 4.2.4 to establish appropriate links with outside agencies and community groups and consult with them on making the policy effective;
- 4.1.5 to inform all members of Cardiff Metropolitan's community of their personal and professional responsibility to implement the policy, and make clear the particular contractual duties in this regard which fall on senior individuals and groups of the staff and students;
- 4.1.6 to review and monitor all aspects of the curriculum by providing clear guidelines for course content and teaching styles and methods;
- 4.1.7 to ensure that all recruitment, employment and academic practices comply with the policy;

5. Equal Opportunities Policy Implementation Plan

- 15.1 To fulfil the policy's aims, Cardiff Metropolitan University adopts the following implementation plan:
 - 5.1.1 to display and publicise the policy statement throughout the University and on the Intranet, the Prospectus and Student Programme Handbooks;
 - 5.1.2 to document the Codes of Practice and circulate widely;
 - 5.1.3 to provide training to ensure that all staff are aware of and committed to the policy;
 - 5.1.4 to ensure that procedural arrangements e.g. recruitment, admissions, staff review, discipline, grievance, reflect the commitment to equality of opportunity;
 - 5.1.5 to ensure that in consultation with recognised trade unions, systems are established to support any staff or students who may be the subject of discrimination, victimisation and/or harassment;
 - 5.1.6 to ensure planned and continuous improvement to the physical environment which meets the needs of all members of the University and its visitors.
 - 5.1.7 To mainstream this policy into Cardiff Metropolitan University's strategic planning, organisation, culture and all areas of the university's work. Successful implementation of this policy requires active support and commitment of the University's entire community.

6. Monitoring

- 6.1 In accordance with its aims, the function of monitoring is fundamental to the successful implementation of the policy.
- 6.2 Applicants for vacant posts, shortlisted candidates, new appointments, current staff, promotions, disciplinary cases, grievances, bullying/harassment cases, resignations/turnover and good practice will be monitored.

- 6.3 This will enable a comprehensive picture of the patterns of applications and employment amongst various groups of employees to be developed and used for monitoring purposes.
- 6.4 In terms of staff, information for monitoring purposes will be obtained through voluntary self-assessment by potential and existing staff completing an Equal Opportunity Monitoring Form/Staff Information Form. The information collected will form part of a confidential record to be used for monitoring this policy and its implementation and effect.
- 6.5 The Equality and Diversity Officer/Secretariat, and the Coordinating Chaplain where applicable, shall be made aware of complaints concerning equal opportunities affecting actual or potential staff and may have a role in advising short and long term remedies. However, the Equality and Diversity Officer/Coordinating Chaplain shall not normally be responsible for handling complaints which are raised under grievance, disciplinary or other procedures.
- 6.6 In terms of students, information for monitoring purposes will be obtained through the student record system, which includes statistics regarding recruitment, retention, success and first destination.

7. Organisation, Consultation and Participation

- 7.1 As the employing body, the Board of Governors has the ultimate responsibility for ensuring compliance with the legal requirements referenced within Section 2 relating to equal opportunities and for those who might be affected by the activities of the university, and for ensuring that equal opportunities is embedded and promoted through its strategic planning processes.
- 7.2 Under delegated arrangements from the Vice-Chancellor, all members of Cardiff Metropolitan University's Management Board have responsibility for ensuring compliance with this policy.
- 7.3 Consultation and communication are essential to the management of equal opportunities and co-operation with staff trade unions and student representatives is in the best interests of all members of the university.
- 7.4 The Resources Committee is responsible for ensuring the strategic development, implementation and review of this policy.
- 7.5 The Equality & Diversity Engagement Group will consider all aspects of equal opportunities throughout the working and educational environment of the University.
- 7.6 The Group's minutes will be submitted to the Resources Committee and the Academic Board for attention.
- 7.7 The Equality and Diversity Officer/Secretariat is responsible for providing advice, guidance and support on the application of this policy and for developing an action plan in conjunction with other colleagues to address equalities related issues.
- 7.8 Terms of Reference, Equality and Diversity Engagement Group:
 - 7.8.1 The Equality & Diversity Engagement Group will monitor the University's progress in meeting the 2010 Equality Act general duty and the accompanying specific duties paying particular attention to the involvement of and consultation with people affected by the

University's decisions including involvement in the development of the Strategic Equality Plan and its objectives and actions and involvement in assessing the impact of proposed policies and practices.

7.8.2 The Group is to:

- (a) assist the University in ensuring that that information it publishes is accessible by persons who share one or more of the protected characteristics (being age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation);
- (b) assist in the development of outcome-focussed short, medium and long-term equality objectives for Schools and central services, in the development of an action plan setting out how the objectives will be met and in regular monitoring of the achievement of objectives;
- (c) monitor arrangements made to identify relevant information the University holds, identify and collect relevant information it does not hold, and advise on how the information is published;
- (d) review the process for assessing and monitoring the likely impact of the University's proposed policies and practices on its ability to comply with the general duty and the impact of its functions on people who share a protected characteristic, review the completed impact assessment reports and determine how these assessments are to be published;
- (e) review the process for the collection of employee data in respect of recruitment, training, grievance, and disciplinary procedures and its publication in the annual Equality & Diversity Report;
- (f) review the collection and publication of other data necessary to enable a public authority to give consideration to whether any of its practices are contributing to unintended discrimination, i.e. data relating to students and other customers;
- (g) receive an annual report on pay differences;
- (h) monitor the University's duty with regard to the use of public procurement to contribute to delivery of its equality objectives or functions under the general equality duty.

7.9 A Human Resources Advisor with specialist knowledge of equal opportunity issues, the Coordinating Chaplain and the Disability Services Manager will attend all meetings of the Equality & Diversity Engagement Group in an advisory capacity.

7.10 Any future organisational changes affecting Equal Opportunities responsibilities will need to be reflected in the constitution of the Equality & Diversity Engagement Group.

7.11 School Management & Planning Teams:

7.11.1 Equal Opportunities issues will be a standing agenda item for each School's Management and Planning Team, the terms of reference for which, will be as follows:

- (a) to monitor compliance of the policy and codes of practice;
- (b) to monitor the composition of the staff and student population;
- (c) to identify, promote and encourage good practice;
- (d) to review induction and support mechanisms;
- (e) to audit course curricula, teaching and learning strategies in the context of equality of opportunity and good practice;
- (f) to audit course development initiatives.

7.12 Central Services:

17.12.1 The Unit Management Teams will monitor equal opportunities in their areas of responsibility as follows:

- (a) monitor compliance of the policy and codes of practice;
- (b) monitor the composition of the staff / student population;
- (c) identify, promote and encourage good practice;
- (d) monitor marketing, publicity, recruitment and admission strategies;
- (e) review induction and service support mechanisms for minority groups and those of protected characteristics.

7.13 A Human Resources Advisor with specialist knowledge of Equal Opportunities issues will be an ex officio member on each team and will provide appropriate training and advice as and when required.

8. Equal Opportunities : Functional Responsibilities

8.1 The size of Cardiff Metropolitan University, its organisational structure and diversity of its operations require arrangements to be established on both a central and school basis. These arrangements are as follow:

8.1.1 the Chief Operating Officer is responsible for human resources related polices and strategies through the Director of Human Resources.

8.1.2 the Dean of Students is responsible for ensuring the elimination of discrimination and the promotion of equality of opportunity in all aspects of the University's student services for example:

- a) student advisory services (careers, child care, counselling, finance and health);
- b) student discipline, grievance and complaints, including alleged harassment.

8.1.3 The Dean of Students will identify the policies that apply to each of these areas and prioritise each one for an equality review. When existing student services policies are being reviewed, and new ones considered, the Dean of Students will make appropriate arrangements

for carrying out meaningful consultation with relevant stakeholders in line with the particular policy being reviewed.

- 8.1.4 The Coordinating Chaplain is responsible for all matters relating to Religion, Spirituality and Philosophical belief including the responsibility for the University's Human Rights agenda.
- 8.1.5 The Director of Human Resources is responsible for the day-to-day management of a Human Resources Advisor with specialist knowledge of Equal Opportunities issues, the policy, codes of practice and related legislation.
- 8.1.6 The Director of Human Resources is responsible for:
- (a) maintaining the providing accurate staff statistical records of the representation of women, men, age and members of racial or ethnic minorities, and any other characteristics required by equality laws.
 - (b) developing and delivering a programme of (or arranging delivery of) staff development in equal opportunities matters;
 - (c) advising and supporting managers, in identifying and disseminating good equal opportunities practice, particularly in relation to equal treatment in all aspects of the staff experience;
 - (d) advising, where appropriate, on equal opportunity issues in relation to staff;
 - (e) advising on procedures in relation to the aforementioned functions;
 - (f) maintaining a reference library of appropriate equal opportunities material including codes of practice.
- 8.1.7 The Deputy Vice-Chancellor & Director of Student Experience is responsible for academic policies and strategies.
- 8.1.8 The Pro Vice-Chancellor (Research) is responsible for research policies and strategies.
- 8.1.9 The Academic Registrar is responsible for maintaining and providing accurate student statistical records of the representation of women, men, age and members of racial or ethnic minorities and any other characteristics determined by equal opportunity laws.
- 8.1.10 The Head of Student Recruitment and Marketing Communications is responsible for ensuring that marketing, recruitment and selection processes relating to students are fair and equitable.
- 8.1.11 The Deans of School and Heads of Unit are responsible for compliance and management of the policy, codes of practice and relating legislation within all aspects of their specified duties and responsibilities.

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