

# **Equality and Inclusion Policy**

## **- Individual rights and responsibilities**

### **Introduction**

As a research-intensive international University we want to attract and retain excellent people from across the world to enable the University, and the people within it, to fulfil their potential, without prejudice, unfair treatment or discrimination.

The implementation of a robust Equality and Inclusion Policy (part of the Equality and Inclusion Framework) is fundamental to the achievement of this vision.

Having an institutional commitment to equality and inclusion brings many benefits to the University including: attracting, retaining and developing the best staff, leading to better performance and sense of commitment; attracting and supporting the best students, leading to improved student satisfaction and attainment.

This commitment is underpinned by the University's core values of inclusiveness, community, integrity, academic excellence and professionalism.

### **Equality and Inclusion Policy Statement**

**The University community is made up of a wide range of people with diverse backgrounds and circumstances, which we value and regard as a great asset. As part of our continued commitment to equality and inclusion, we strive to create an environment where everyone can reach their full potential and have a real opportunity to participate in and contribute to our activities. In order to achieve this we will continue to take active steps to:**

- **ensure we treat all individuals fairly, with dignity and respect**
- **ensure we provide a positive working, learning and social environment which is open to all regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race (including caste, ethnic or national origin, nationality or colour), religion or belief, sex (gender) and sexual orientation\* and also caring responsibilities or other status, background and personal circumstances**
- **work towards the elimination of unlawful discrimination, harassment and victimisation based on a protected characteristic and other status including background or personal circumstances**
- **advance equality of opportunity between all people, but particularly those who share a protected characteristic and those who do not**
- **foster good relations between all people, but particularly those who share a protected characteristic and those who do not**

\* Collectively known as protected characteristics as defined by the Equality Act 2010



## Demonstrating commitment

In order to realise our commitment to the principles of Equality and Inclusion we will:

- ensure that everyone in the University community is aware of their personal responsibility to familiarise themselves with this policy and conducts themselves in an appropriate manner at all times to respect equality of opportunity for all staff, students, applicants and visitors
- ensure that Equality and Inclusion is embedded into every aspect of University business through a range of initiatives and activities
- ensure all relevant University policies and guidance make explicit reference to the aims of the Equality and Inclusion Statement
- develop a range of targeted policies setting out the University's support for staff and students with particular protected characteristics

The University will regard any breach of this policy by any employee(s), student(s) or contractor(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

## Responsibilities

### This policy applies to:

- all applicants for employment and all employees. This policy also applies (but is not limited) to recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits and pay, conduct at work and the staff grievance and disciplinary procedures
- all visitors to the University, together with those contracted to work at/for the University. This includes volunteers, those with honorary contracts or 'visitor' status, for example, Visiting Professors and Fellows or members of NHS staff who teach University students
- all students, applicants and potential applicants. This policy applies to all decisions in respect of admissions, teaching and learning, scholarships, grants and other awards, assessments, the provision of all student support, university accommodation and other facilities, personal conduct and to the student complaints and disciplinary procedure

Details of the University's corporate responsibilities under this policy, together with the responsibilities of individual members of the University, are set out in appendix 1 of the Equality and Inclusion Framework.

### Further Information

Further detailed information on activity to promote equality and inclusion at the University can be found at its dedicated website [www.equality.leeds.ac.uk/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/)

Links to other University policies:

- The Dignity and Mutual Respect Policy [www.equality.leeds.ac.uk/DMR/Dignity-and-respect.doc](http://www.equality.leeds.ac.uk/DMR/Dignity-and-respect.doc)
- The University complaints procedures:

Students: [www.leeds.ac.uk/secretariat/student\\_complaints.html](http://www.leeds.ac.uk/secretariat/student_complaints.html)

Support staff (see section F of the procedure agreement):

[http://hr.leeds.ac.uk/info/26/conduct\\_capability\\_and\\_grievance/236/support\\_staff\\_procedure\\_agreement](http://hr.leeds.ac.uk/info/26/conduct_capability_and_grievance/236/support_staff_procedure_agreement)

Academic & academic related staff grievance procedure:

[www.leeds.ac.uk/secretariat/grievance\\_procedure.html](http://www.leeds.ac.uk/secretariat/grievance_procedure.html)



