

Equality, Diversity and Inclusion Policy

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Document Version Control

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1. Introduction

We are committed to creating and sustaining a positive and mutually supportive environment where all staff and students are equally valued and respected, and encouraged to thrive. We value the diversity within our academic community and the huge range of experience and perspective that this brings. The appreciation of diversity and the equitable treatment of all are among our core values, underpinning our success as a community of scholars. We measure our commitment to the above through an annual statistical analysis of our staff and student body¹.

We are committed to promoting and advancing equality, diversity (and an equal society) and inclusion as key features within all our activities, as we believe this to be ethically right and socially responsible. It is also crucial in the context of our Prevent duties since by treating all equally and making them feel included we are mitigating the risk of radicalisation². Equality, diversity and inclusion are essential factors that contribute to the academic and economic strengths of our institution. We therefore strive to look beyond our legal obligations, as set out in the Equality Act 2010, in order to embed equality, diversity and inclusion within our organisational culture for the benefit of staff, students and applicants irrespective of whether or not they share any of the characteristics protected under the Act³. In this way we aim to create an equal society that:

- protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish
- recognises people's different needs, situations and goals and removes the barriers that limit what people can do and can be
- recognises, respects and values the differences between individuals whether these differences be visible or non-visible

2. Commitment to equality, diversity and inclusion

We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and students and enables them to attain their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of the institution.

To this end, we acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity;
- to be treated fairly with regard to all procedures, assessments and choices; and
- to receive support to attain their full potential.

¹ Within our student body, we have a fairly balanced ratio of men to women – 48% women and 52% men, but unusually for a Higher Education Institution, our student body spans a broad age range – 13% are 21 years and under, 15% between 22 and 25 years old, 24% between 26 and 35 and 48% are 36 years and over. In terms of ethnicity, 25% of our student body is white and 75% Black Minority Ethnic (BME). Finally, 20% of our current students have disclosed a disability/medical condition of some sort. This data reflects the position as at end-November 2015.

² Our Prevent duties focus on eliminating radicalisation on campus. Inclusion is crucial to minimising radicalisation.

³ The protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

No individual will be unjustifiably discriminated against. This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment and age.

In order to ensure that we continue to operate with equality, diversity and inclusion at the heart of our activities, we have established an 'Equality, Diversity and Inclusion Team' (EDIT), comprising staff and student representation as well as external representation, which has detailed terms of reference (available upon request from edit@lsbm.ac.uk). The team also provides staff and students with a confidential forum for them to raise any equality and diversity issues or concerns they might have. The team can be contacted at edit@lsbm.ac.uk. In addition, we have made the Equality, Diversity and Inclusion Policy one of the core essential documents that staff have to download from [Breathe HR](#)⁴ upon joining our organisation. Equality, Diversity and Inclusion issues are also covered in the Student Guide which is circulated to all students at the start of their course.

3. Aims

We aim to:

- review on an ongoing basis⁵ our current policies and procedures from an equality, diversity and inclusion perspective with a view to agreeing an action plan and objectives (both of which will be available from edit@lsbm.ac.uk)
- establish on an annual basis a staff and student profile in the context of the protected characteristics. The purpose of this is to identify and assess any notable findings with a view to addressing any issues
- continue to signpost the importance of equality, diversity and inclusion at our institution by including coverage on our website and in our staff and student publications.
- ensure that Equality and Diversity training is included within our staff training programme
- continue to ensure staff and student support services are, as far as reasonably possible, accessible to all

4. Responsibility

The rights set out within this Equality, Diversity and Inclusion Policy carry with them responsibilities and we require all members of our community to recognise these rights and to act in accordance with them in all dealings with fellow members of the institution. The commitment of all members of our community is required to make the policy a success.

Our Senior Management and Leadership Team (SMLT) has overall responsibility for ensuring that we operate within a framework of equality of opportunity, coordinating related activities, facilitating developments and communicating responsibilities to our staff and students. However, it is our Equality, Diversity and Inclusion Team (EDIT) that is responsible for reviewing this policy and presenting any amendments to the SMLT for approval. EDIT will, from time to time, supplement this policy with codes of practice or guidelines on behaviour following approval from SMLT.

⁴ Breathe HR is the LSBM internal Human Resources website, and it can be accessed, under a personal username and password, at https://lsbm.breathehr.com/employees/sign_in.

⁵ The review will take place at least once a year.

5. Implementation and enforcement

We are committed to promoting a general culture of equality, diversity and inclusion throughout our staff and student community.

This Equality, Diversity and Inclusion Policy is enforceable by the institution, our staff and our students. Any complaint which alleges non-compliance with our Equality, Diversity and Inclusion Policy will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate complaints procedure.

Any breach of this Equality, Diversity and Inclusion Policy will be regarded as misconduct and will be dealt with in accordance with the appropriate disciplinary procedure.

This Equality, Diversity and Inclusion Policy is available to our staff and students (and potential staff and students) both in hard copy and electronic copy. If you require this document in an alternative format please contact our Disability and Student Welfare Advisor at disability@lsbm.ac.uk or call +44(0) 207 078 8840.

6. Discrimination

Under the Equality Act, it is unlawful to discriminate, harass or victimise someone because they have or are perceived to have a 'protected characteristic' or are associated with someone who has a protected characteristic. There are a number of different types of discrimination⁶.

- **Direct Discrimination:** this means treating someone less favourably than someone else because of a protected characteristic. In the case of age, treating someone less favourably than someone else may be justified.
- **Indirect Discrimination:** this means treating one person less favourably than someone else, because you incorrectly think they have a protected characteristic.
- **Discrimination arising from disability:** this means treating a person with disabilities unfavourably because of something connected with their disability when this cannot be objectively justified.
- **Direct discrimination by association:** this means treating someone less favourably than another person because they are associated with a person who has a protected characteristic.
- **Failing to make reasonable adjustments:** to do this for a person with disabilities is also a form of discrimination.
- **Harassment:** this is unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment.
- **Victimisation:** is treating someone unfavourably because they have taken some form of action relating to the Equality Act, e.g. made a complaint under the Act or supported someone who is doing so, such as appearing as a witness.

⁶ The following definitions are provided by a guidance note issued by the Equality and Human Rights Commission.

7. Application of the policy: Staff

7.1 Recruitment and selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting our commitment to equality and diversity.
- Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations).
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position.
- Shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

7.2 Support mechanisms

- The HR Manager and the Disability and Student Welfare Advisor are available to provide staff with any support that they might need if the necessary adjustments are deemed reasonable. Any requests for support will be treated in confidence.
- Information on the disability support available can be found at www.lsbm.ac.uk/disability-office. Alternatively, staff can book an appointment with the Disability and Student Welfare Advisor by emailing disability@lsbm.ac.uk.
- Information on benefits available to those with parental duties can be found in our Leave Policy (available from [Breathe HR](#)⁷).

7.3 Grading and promotion

- All grading and promotions criteria and procedures will be free from prejudice and will be applied equitably and consistently.

7.4 Staff development

- All staff will have equal access to induction, personal and career development opportunities and facilities.

7.5 Performance management

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.

7.6 Discipline and grievance

- Staff who make a complaint of discrimination have the right to do so without fear of victimisation and we will make every effort to ensure victimisation does not occur.

⁷ Breathe HR is the LSBM internal Human Resources website, and it can be accessed, under a personal username and password, at https://lsbm.breathehr.com/employees/sign_in.

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff.
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

8. Application of the policy: Students

8.1 Recruitment, selection and admission

- All information contained in prospectuses, websites and other material used in the recruitment of students will promote equality of opportunity and make reference to this policy.
- All staff involved in the recruitment, selection and admission of students will have awareness of equality and diversity.

8.2 Support mechanisms

- The Disability and Student Welfare Advisor is available to provide students with any reasonable support that they might need. Any requests for support will be treated in strict confidence.
- Information on the disability support available can be found at www.lsbm.ac.uk/disability-office. Alternatively, students can book an appointment with the Disability and Student Welfare Advisor by emailing disability@lsbm.ac.uk.

8.3 Assessment

- There will be clear, consistent and transparent criteria for student assessments and all assessments will take place on an equal opportunities basis.

8.4 Career planning and engagement

- All students will have access to career planning support and will be encouraged to participate fully in the academic, cultural and social life of the institution.

8.5 Discipline and student complaints

- Students who make a complaint of discrimination have the right to do so without fear of victimisation and we will make every effort to ensure victimisation does not occur.
- Discipline and student complaints procedures will be applied fairly and transparently for all students.
- Allegations of harassment or discrimination will be dealt with under the institution's Student Disciplinary Policy and Procedure.