

BISHOP GROSSETESTE UNIVERSITY

Document Administration

Document Title:	Race and Ethnicity Policy
Document Category:	Policy
Version Number:	3
Status:	Approved
Reason for development:	Review
Scope:	This procedure applies to all staff and all students
Author / developer:	Human Resources Department
Owner	People and Inclusion Committee
Assessment: (where relevant)	Tick relevant assessments <input checked="" type="checkbox"/> Equality Assessment <input type="checkbox"/> Legal <input type="checkbox"/> Information Governance <input type="checkbox"/> Academic Governance
Consultation: (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input checked="" type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
Authorised by (Board):	People and Inclusion Committee
Date Authorised:	March 2019
Effective from:	March 2019
Review due:	March 2020
Document location:	University Website, SharePoint
Document dissemination / communications plan	All Staff and Students via upload to website and SharePoint
Document control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website.

BISHOP GROSSETESTE UNIVERSITY

RACE AND ETHNICITY EQUALITY POLICY

1. Introduction

This policy is applicable to both staff and students and should be read in conjunction with all other relevant University employment and student policies and strategies.

2. Aims

In line with the Equality Act 2010, the University will aim, in all its relevant functions, to have due regard to the need to:

- Eliminate unlawful discrimination based on race and/or ethnicity;
- Advance equality of opportunity;
- Foster good relations between people of different racial or ethnic groups.

The Equality Act 2010 (Specific Duties) Regulations 2011 provides specific duties to:

- Prepare and publish equality objectives which should be achieved to meet the requirements of the Equality Act at least every 4 years. The development and publication of the Single Equality Action Plan meets the requirement of this specific duty.
- Publish information to demonstrate compliance with the Equality Act 2010. The development and publication of both the Race and Ethnicity Equality Policy and the Annual Update of the Single Equality Action Plan meet the requirements of this duty.

The Single Equality Action Plan includes details of the University's actions related to race and ethnicity equality for the year. Consideration is given to:

- policy formulation and review;
- recruitment, selection and promotion of staff;
- staff development;
- recruitment and admissions of students;
- student achievement and assessment;
- student guidance and support;
- learning and teaching;
- communications;
- breach of policy.

3. Race and Ethnicity Equality Statement

BGU is committed to developing an environment that is inclusive, fair, open and welcoming to all. Diversity and equality are recognised, encouraged, promoted and valued at all levels of the University and in all its functions. This commitment is reinforced by the University's policies with

regard to diversity, equality, disability, tolerance, and respect which enable BGU to become an increasingly diverse community, proactive in addressing equality issues. BGU is committed to working for diversity and equality, including those areas currently the subject of legislation (including race, sex, disability, age, religion or belief and sexual orientation, gender reassignment, pregnancy and maternity and marriage and civil partnership) but also all other groups and individuals for whom justice is not yet a guaranteed right. The University is strategically well placed to ensure that its staff and students support and promote cultural awareness and challenge racism in the work environment and the wider community.

The University believes that it will benefit from recruiting staff and students from a variety of racial, ethnic and national backgrounds and seeks to create an environment in which diversity is valued, celebrated and promoted. The promotion of equal opportunities and recognition of diversity improves the morale and trust of staff and students, creates a more productive working environment, and makes the institution more attractive to potential students and staff, thus broadening the pool of well-qualified applicants from diverse backgrounds.

All new staff, students and University Council members are informed of the University's Race and Ethnicity Equality Policy at induction. The University is committed to regular and on-going training and development for all staff and members of the Council in relation to race and ethnicity equality and its implications. Activities include Termly meetings of the People and Inclusion Committee, Diversity Awareness Workshops and specific training for staff involved in the selection and recruitment of students and staff.

The University does not tolerate any form of racial discrimination or racial abuse by staff, students or anyone else connected with the University and its activities. Persons not employed by the University, such as visitors and contractors and suppliers, are expected to observe the spirit of the Diversity and Equality Policy and Race and Ethnicity Equality Policy while on University premises or when carrying out business with it.

The University will:

- provide an institutional environment which is inclusive, free from racial discrimination, harassment or victimisation and within which the positive contribution of all its staff and students can be valued and affirmed;
- create a positive, inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly with a shared commitment to challenging and preventing racism and discrimination;
- respect and celebrate human diversity and difference and encourage good relations between people of different groups;
- through the implementation and maintenance of this policy, ensure the issue of race equality is central to all it does, so benefiting students, staff and the wider community;
- expect that persons not employed by the University, such as visitors and contractors and suppliers, will observe the spirit of the Diversity and Equality Policy and Race and Ethnicity Equality Policy while on University premises or when carrying out business with it;
- consider the impact of its policies on students and staff from different racial groups
- monitor the admission and progress of students and the recruitment and career progress of staff by racial groups;

- set out arrangements for publishing the results of assessments and monitoring;
- where reasonably practicable, publish annually the results of assessments and monitoring.

4. Breaches of the Policy – What to do

The appropriate University procedures for dealing with any alleged breach of the policy are detailed below. Anyone making a complaint about an incident of racial discrimination, harassment or abuse will be treated seriously and with respect. Complaints themselves will also be taken seriously and will be investigated and dealt with promptly.

Staff and students who feel they are a victim of an incident of racial discrimination, harassment or abuse:

Staff and students are encouraged to report any incidents of racial discrimination, harassment or abuse either witnessed or experienced by them and involving a student, a member of staff or someone else, e.g. a contractor or while on placement. There are formal and informal procedures for dealing with such instances.

If appropriate, the Student Disciplinary Procedure, the Complaints Procedure, the Staff Disciplinary Procedure or the Staff Grievance Procedure will be invoked to deal with an alleged perpetrator.

Staff or students who believe or suspect a student, member of staff or someone else of perpetrating an incident of racial discrimination, harassment or abuse:

If a student believes or considers that a fellow student, a member of staff or someone else connected with their studies (e.g. while on placement) has carried out a racial incident or racial harassment, they should report this to their programme leader or to Student Advice so that the matter can be investigated, initially using the Complaints Procedure.

If a member of staff believes or considers that a colleague, a student or someone else connected with work (e.g. a contractor) has carried out a racial incident or racial harassment, they should report this immediately to their line manager or to the Director of Human Resources, so that the matter can be investigated.

Staff are reminded that while there is a duty to report any suspected serious malpractice under the University's Whistle Blowing Policy (The Public Interest Disclosure Policy), staff are assured protection from possible reprisals or victimisation if they make such a disclosure in good faith and with a reasonable belief that the malpractice has occurred.

Organisational level:

Any breaches of University policy at an organisational level will be viewed with the utmost seriousness and will be the subject of a formal report to the University Council. The University Council will consider such report and will determine the course of action which is to be pursued. The prime objectives of the University Council will be to ensure:

- relevant managers establish the facts clearly;

- any breach of the policy at organisational level is remedied as quickly as possible and that victim(s) and alleged perpetrator(s) are informed of any action taken under the University's policy, and of the consequences for themselves;
- correct steps are taken by University managers to reprimand the perpetrator(s), as appropriate, under the Staff Disciplinary Procedure, Student Disciplinary Procedure, or through contractual or partnership agreements or legal action, as best response to the individual case;
- measures are taken so that the University learns from its mistakes or shortcomings and that the likelihood of similar breaches in the future is minimised.

5. Action Plans

We will implement, monitor and review the Single Equality Action Plan to enable us to realise our race and ethnicity equality aims. Increasing the ethnic diversity of the staff and student body is one of the three objectives the University has identified in relation to its work on diversity and equality and an appropriate action plan is under development.

6. Responsibilities

The *University Council* carries the legal responsibility for ensuring the University meets its requirements under the Equality Act. The University Council is responsible for ensuring that:

- it is aware of its statutory responsibilities in relation to race legislation as an employer and service provider;
- it receives and responds to a regular report from the Diversity and Equality Committee which will include monitoring information on students and staff and proposals to amend and improve the Race Equality Policy.

The *Vice Chancellor* is required to ensure that the policy and its related procedures, mechanisms and strategies are effectively implemented and to take appropriate action against staff or students who are found to have acted in any way in a racially discriminating manner, wittingly or unwittingly.

The *Deputy Vice Chancellor chairing the Diversity and Equality Committee* is responsible for:

- co-ordinating racial equality monitoring and implementation of processes in support of the policy;
- stewardship of the Diversity and Equality Policy's principles and management of its implementation and review;
- informing the University Council of its responsibilities under relevant legislation.

Collectively, *SMG* are responsible for ensuring that:

- they take the lead in creating a positive, inclusive ethos that promotes respect for diversity and challenges racist or discriminating behaviour;
- they are aware of the University's statutory duties in relation to race legislation;
- all aspects of University policy and activity are sensitive to racial and ethnic issues;

- racial and ethnic group monitoring information is collected and analysed;
- the University's publicity materials present appropriate aspirational and positive messages about minority racial and ethnic groups;
- appropriate training and development is provided to support the appreciation and understanding of diversity;
- programmes consider aspects of racial and ethnic equality and demonstrate sensitivity to cultural diversity in all aspects of teaching, learning and assessment.

All staff are responsible for ensuring that:

- they are aware of the University's statutory duties in relation to race legislation;
- teaching and work placement providers signify their understanding of, and agreement to, their responsibilities in relation to race legislation;
- they challenge inappropriate behaviour by students, other learners, work placement providers, outside contractors, or other members of staff;
- the University and each of its individual staff confront racism, whether intentional or unintentional, whenever it occurs.

All students are responsible for ensuring that:

- they access this policy (as hard copy from the Academic Registry or on the University's website), as and when appropriate, and understand what it means to them;
- they maintain acceptable standards of conduct in relation to race and ethnic issues, and do not discriminate on grounds of race or ethnicity;
- they assist and, where appropriate, actively promote equality of opportunity and good relations between people of different racial and ethnic groups.

The *People and Inclusion Committee* will be responsible for monitoring the effectiveness and impact of the policy. It will also be responsible for reviewing and recommending enhancements to the policy. The Committee's Terms of Reference and membership can be found on the University website.

The policy will be reviewed annually by the SMG and the Finance Employment and General Purposes Committee (FE&GP) of the University Council. The review will be informed by members of the People and Inclusion Committee as representatives of students, programmes and services. The Deputy Vice Chancellor will keep a watching brief on relevant legislative changes and good practice guidance, particularly from agencies such as the Commission for Racial Equality (CRE) and the Equality Challenge Unit.

7. Equality Impact Assessment

As of January 2013 the University is in the process of updating and revising its Equality Impact Policy and procedures. Further information will be inserted here once this has been agreed.

8. Monitoring

The University recognises and accepts its duty to assess and monitor the impact of its policies on staff and students from different racial groups. Ethnic monitoring data will be used to monitor the effectiveness of equality of opportunity and treatment of students and staff as shown below.

Student Monitoring

The following will be monitored by racial group under the recognition that this is only possible when numbers are sufficient so as not to implicate specific individuals:

- all stages of the application process, from applications to outcomes;
- choice of course;
- student numbers;
- home or international status;
- retention including transfers;
- achievement including methods of assessment;
- work placements;
- employment;
- complaints and appeals;
- disciplinary actions and dismissals;
- breaches of the Race and Ethnicity Equality Policy.

Staff Monitoring

The following will be monitored by ethnic group under the recognition that this is only possible when numbers are sufficient so as not to implicate specific individuals:

- selecting and training panel members;
- all stages of staff recruitment and selection;
- staff in post;
- staff contracts (permanent, fixed-term, temporary);
- home or international status;
- staff grades;
- promotion application and success rates;
- disciplinary/capability proceedings; grievances;
- breaches of the Race and Ethnicity Equality Policy.

If the monitoring data shows significant differences between ethnic groups, People and Inclusion Committee will:

- consider the reasons for the differences;
- re-assess policies and procedures and analyse each stage of the process to ensure there is no discrimination (direct or indirect);
- agree action to be taken.

The People and Inclusion Committee will be responsible for monitoring the effectiveness and impact of this policy. It will receive and approve the monitoring reports from Academic Registry and Human Resources departments annually.

The People and Inclusion Committee will publish a report annually for the University Council, SMG and Senate. The report will include monitoring results and recommendations on improvements and amendments to the policy. Summary results will be published, when available, on the University website.

9. Implementing the Policy

The University has established a People and Inclusion Committee which includes representation from across the University's professional support and academic departments. The Committee members have a responsibility to represent their client groups to the Committee and vice-versa. The People and Inclusion Committee meets termly and is currently chaired by the Deputy Vice Chancellor.

The University will review the implementation and impact of this policy as part of its annual review of diversity and equality. Particular emphasis will be placed upon implementation of this policy in respect of policies and procedures relating to the admission and progression of students, and the recruitment and development of staff. Equal opportunities information will be included as part of the University' induction and training programmes for staff, students and University Council members.

Relevant sections of the policy will be communicated widely including through the prospectus, University website, Employee Handbook and the Students' Union.

10. Procurement, Outsourcing and Community Links

The University is committed to making every effort to ensure that contractors, service providers, institutions, organisations and individuals who interact with it are aware of this policy and observe its spirit. They will also be required to give an undertaking to the University that they do so. Failure to provide such an undertaking will result in the University not dealing with them. Most of the University's students experience one or more significant professional or personal placements during their degrees. The University takes particularly seriously its responsibility to secure, as far as is possible, equality of treatment for its students and staff in such circumstances. Along with expectations derived from its Health and Safety Policy and under its Diversity and Equality Policy, the University will expect placement hosts to comply with all current race equality legislation and to observe the spirit of this policy. All school/work placement providers will receive a summary of their responsibilities under the policy and will signify their understanding and agreement to these responsibilities.

11. Publicising the Policy and Progress

Our commitment to racial equality will be highlighted in our prospectus and in advertisements for staff recruitment. The induction programme for students and staff will highlight the University's commitment to racial equality.

A summary of the results of our monitoring information will be published on the University's website annually as part of the annual report on diversity and equality.

12. Consultation and Partnership

It is recognised that much can be learnt about the practice of equality by listening to the views of students and staff from particular minority groups. Where possible, the University seeks to form focus groups to find out more about the experiences of current students/staff from minority ethnic backgrounds and to receive their feedback on proposed developments to facilities and services at the University. These reports should then be considered by the People and Inclusion Committee and appropriate action agreed with the students/staff involved informed of outcomes. Currently there are not sufficient numbers of students or staff from minority ethnic backgrounds to form such focus groups so where possible community groups are consulted as a proxy.