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# THE UNIVERSITY OF MANCHESTER

## Equality, Diversity and Inclusion Policy

If you require this document in an alternative format, please contact the  
Equality and Diversity Team on  
[equalityanddiversity@manchester.ac.uk](mailto:equalityanddiversity@manchester.ac.uk)

*For all staff on CRUKMI Terms & Conditions – please refer to the Respect at Work  
Policy where the Equality, Diversity and Inclusion Policy refers to the Dignity at  
Work and Study Policy and Procedure*

## Equality, Diversity and Inclusion Policy

### 1. Introduction

- 1.1 The University is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity. We are committed to seeking to employ a workforce and educate a student body that reflects the diverse community we serve. The Equality Act (2010) and the Public Sector Equality Duty provide a legal framework to protect people from discrimination, harassment and victimisation in the workplace, at study and wider society.
- 1.2 As a Higher Education Institution we have specific equality duties that require us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also our responsibility to publish equality information (data) on an annual basis, and review and publish specific and measurable equality objectives every four years.
- 1.3 We are committed to providing equality of opportunity and will work to ensure that all of our employees, students and visitors, as well as those that seek to apply to work or study with us, are treated fairly and are not subjected to unlawful discrimination by the University on the basis of (their protected characteristic):
- age
  - disability

- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race – (includes: race, colour, nationality (including citizenship), ethnic or national origins)
- religion or belief including philosophical belief and a lack of belief
- sex
- sexual orientation

a list to fuller descriptions of each protected characteristic can be found here:

[Equality groups | Equality, Diversity and Inclusion | StaffNet | The University of Manchester](#)

1.4 For simple ease of reference, in this policy, we refer to all categories of staff listed in section 2.1 as “Employees” including those categories of staff who are not considered to be employees as a matter of law.

## **2. Scope**

2.1 The policy is applicable to all employees (which includes for the purposes of this policy and for ease of reference, consultants, contractors, volunteers, casual workers and agency workers), researchers, all students (including but not limited to undergraduates, postgraduates, postdoctoral and placement students) and applicants/offer holders to work or study at the University. The principles of non-discrimination and equality of opportunity also apply to the way employees and students should treat each other, visitors, contractors, service providers, suppliers and any other persons associated with the

functions of the University. This includes in person, online and electronic interactions.

2.2 For simple ease of reference, in this policy, we refer to all categories of staff listed in section 2.1 as “Employees” including those categories of staff who are not considered as employees as matter of law.

2.3 This policy is non-contractual and maybe updated at any time.

### **3. Roles and Responsibilities**

3.1 The Board of Governors has ultimate accountability for compliance with the University’s equality obligations. The Registrar, Secretary and Chief Operating Officer has overall formal responsibility for this Policy. Day to day operational responsibility for this policy and its implementation has been delegated to the Directorate of Equality, Diversity and Inclusion.

3.2 Employees and students have a personal responsibility to:

- read, understand and practically apply this policy and the related Dignity at Work and Study policy and procedure;
- challenge and report unacceptable behaviour in a safe manner and in accordance with the Dignity at Work and Study policy and procedure. Both formal and informal routes are covered in these policies and procedures.

3.3 Managers and advisors have a responsibility to:

- set a good example by treating all members of the University with dignity and respect and challenging unacceptable behaviour;

- ensure all employees, researchers and students are aware of this Policy and know how to report discrimination, harassment or bullying, and that reporting incidents does not result in victimisation;
- present their employees with information (or knowledge about where to find such information) about employee rights as defined within the scope of the University policies
- deal with complaints fairly, thoroughly, quickly and confidentially and within the agreed timescales.

#### **4. Aims of the Policy**

4.1 The University's aim is to promote equality of opportunity for those outlined in 2.1, through the following objectives:

- Having an Equality, Diversity and Inclusion strategy (first publication due October 2022)
- assessing the impact on equality in our policies, procedures and practices by completing Equality Impact Assessments;
- having an effective data monitoring and analysis process;
- involving employees, students and other stakeholders in the development and delivery of our equality objectives. And ensuring that these groups are reflective of the diverse make up of our employees, students and stakeholders.
- promoting equality, diversity and inclusion through internal and external communications;
- ensuring that managers and employees take part in all equality training and that those involved in any part of the recruitment and selection processes undertake mandatory recruitment training.

- ensuring employees and university student support services are, as far as reasonably possible, accessible to all groups outlined in section 2.1
- We will appoint, train, develop, reward and promote on the basis of merit and ability
- ensuring that employees, students and their representatives are provided with and know how to contact, appropriate forums at different levels within the organisation, to discuss equality, diversity and inclusion issues and raise any concerns;
- ensuring that all sections of our community have access to the Report and Support platform to report any forms of bullying, harassment or discrimination.
- ensuring that all contractors and service providers operating on behalf of the University are aware of this policy and are expected to adhere to it;
- complying with its legal obligations.

## **5. Implementation**

- 5.1 The University community shares responsibility for the successful application of this policy, whilst specific responsibility falls to managers, partners and advisors who are professionally involved in employees and student support, development and supervision.
- 5.2 This policy will be applicable at all stages of the student and staff lifecycle.
- 5.3 The University will seek to ensure that all staff and students have equitable access to the full range of institutional facilities connected in their area of study or work and that adjustments to recruitment processes, working and

learning practices are considered wherever reasonably practicable in order to accommodate a diverse community.

- 5.4 Any employee or student who believes that they may have been the victim of discrimination, harassment, bullying or victimisation should refer to the University's Dignity at Work and Study Policy and Procedures – these outline how they can be supported and the next steps or options suitable to them.
- 5.5 The University will work in partnership with its recognised campus Trade Unions and the Students' Union, as well as external organisations, where appropriate, to build and sustain an inclusive environment where all forms of unlawful discrimination are not tolerated.
- 5.6 This policy will be made widely available to all employees and students electronically and in physical formats, where required, to ensure that they are aware of their entitlements and responsibilities with regard to equality, diversity and inclusion.

## **6. Sanctions**

- 6.1 A failure by anyone outlined in 2.1 to comply with the principles set out in this policy may be considered to be a disciplinary offence, and will be addressed through the relevant employee or student procedures.

## **7. Complaints**

- 7.1 Any cases of discrimination, harassment, bullying or victimisation will be taken very seriously by the University. Any employee or student found to have committed unlawful discrimination or harassment will be subject to the relevant disciplinary action. Appropriate action will be taken where possible if any member of the public, visitor or service provider involved in discrimination or harassment.

- 7.2 Employees, students or other parties who make a complaint of discrimination have the right to do so without fear of victimisation, and the University will make every effort to ensure that any complaints are dealt with fairly and within the agreed timescales, as outlined in the relevant Service Delivery Agreements.
- 7.3 Confidential support and information services are available from the University's network of Harassment Support Advisors for employees and from Student Advice and Response for students. Both services can be contacted via our Report and Support Platform. Additionally, a confidential mediation service exists for employees.
- 7.4 The Dignity at Work and Study Policy can be downloaded from the University website and contains the procedure to follow for employees or students who wish to make a complaint of discrimination, harassment, bullying or victimisation.
- 7.5 Members of the public should address their complaint to the University service in question in the first instance or should submit a report via Report and Support.
- 7.6 The University makes provision for informal complaints to be made anonymously or with support from an advisor, through its Report and Support online platform.

## **8. Internal Monitoring and Auditing**

- 8.1 Monitoring will take place both through the Annual Performance Review (APR) process and reporting to the Equality, Diversity and Inclusion Committee. The diversity of job applicants, shortlisted candidates, new appointments, academic promotions, student admissions and attainment, will be monitored as part of the annual equality information report.



## 9. Further Information

9.1 Further information and support are available from the following:

- your school or directorate
- your Academic Adviser or a support adviser in your school
- the Equality, Diversity and Inclusion Directorate
- a campus Trade Union or Student's Union representative
- Disability Advisory Support Services

### Document control box

Policy / Procedure title:	Equality, Diversity and Inclusion Policy
Date updated:	September 2022 – UoM July 2022
Approving body:	P&OD Sub Committee of the Planning and Resources Committee
Version:	2
Supersedes:	Equality and Diversity Policy
Previous review dates:	July 2019
Next review date:	July 2025
Equality impact outcome:	Low
Equality Impact Assessment Completion date:	June 2022
Related Statutes, Ordinances, General Regulations:	<p>1. University Statute XIII Part III Disciplinary Procedures &amp; Part VI Grievance Procedure</p> <p>2. University Ordinances XXIV Staff Disciplinary Procedures pursuant to Statute XIII Part III &amp; XXVIII Staff Grievance Procedure pursuant to Statute, XIII Part VI</p> <p>3. University Student Regulation XVIII Student Complaints Procedure</p> <p>4. University Student Regulation XVII Conduct &amp; Discipline of Students</p> <p>All can be found: Foundations of The University of Manchester</p>
Related policies:	<p>Dignity and Work and Study Policy</p> <p>Whistleblowing (Public Interest Disclosure) Policy and Procedure</p>

Related procedures:	Disciplinary and Dismissal Procedure for Support Staff Grievance Procedure for Support Staff University Student Regulation XVIII Student Complaints Procedure (as above)
Policy owner:	Director of Equality, Diversity and Inclusion
Lead contact:	Director of Equality, Diversity and Inclusion