

EQUALITY, DIVERSITY AND HUMAN RIGHTS PROCEDURE

1 Introduction

The University of the West of Scotland's purpose is to change lives, transform communities and encourage enterprise through outstanding, distinctive and progressive higher education. This is embodied in "Our Truth" that "We are an inclusive organisation that welcomes and values diversity". At UWS we strive to create the structures, leadership and support to embed equality and diversity into how we do our business. We have a legal commitment under the Equality Act 2010 and the Human Rights Act 1998 to deliver on equality for all staff, students and external partners. Furthermore the Scottish Funding Council have been tasked to monitor our commitments on the following:

- Gender Action Plans
- British Sign Language Plan (As required under the British Sign Language Act 2017)

This procedure therefore applies to all staff and students at the University of the West of Scotland and to visitors who come into contact with staff and students.

For definitions of key terms under the Equality Act 2010, please see Appendix 1.

2 Objectives

The objective of this procedure is to:

- Make individuals aware of the UWS Equality and Human Rights Guidance and our legal duty to ensure that we are an inclusive organisation and free from discrimination, harassment and victimisation.
- To ensure that the University is providing an environment of equal opportunity and employment free from discrimination for existing and prospective students and staff.
- To create learning and working environments based on fostering good relations between all people, with a shared commitment to preventing and challenging stereotypes, prejudice, discrimination and harassment and promoting respect for all.
- To support the strategic objectives of UWS.
- To ensure that Equality Impact Assessments (EIA) are conducted to assess the implications of decisions on the University's community and prevent inequality.
- Publicity and marketing materials reflect the diversity of the University.
- Learning and teaching material, where practical, includes positive, diverse, non-stereotypical content.

3 Practice and Procedure

- All staff are required to complete the online courses available on Moodle on [Unconscious Bias and Equality Matters](#). This is to ensure that we are an inclusive organisation and that no one is subject to discrimination or harassment.
- Ensure that staff have read the UWS Equality Impact Assessment Guidance. This will ensure that you have an understanding of how to ensure that staff are considering all protected characteristics when they develop or amend any policy, practices that will impact on staff or students. (Appendix 2 Definition of Protected Characteristic)
- The UWS Public Sector Equality Duty report (PSED) is published on the UWS website and can provide valuable data for applications, research grants and to support the Equality Impact Assessment (EIA) process. This also has the UWS Equality Outcomes from 2017 to 2021 that you can support and be involved in. Staff should familiarise themselves with this document to ensure that they have an understanding of the UWS commitment to delivering equality and diversity. If you would like to be more involved in delivering this work in your area, you can contact the Equality and Organisation Development Consultant in the department of People and Organisational Development or your equality lead in your school or department. You can find the PSED report [here](#).
- UWS has established several Staff Equality groups, such as the LGBT+ group and the BAME group. The purpose of these staff groups is to provide a forum for discussing appropriate issues of mutual interest in a safe space environment, networking opportunities, contributions to policy and social events. For further information about the groups and how to get involved, contact the Equality and Organisational Development Consultant.
- All staff who have disability needs or develop any long term condition requiring additional support can contact their HR Business Partner in the first instance for a referral to Occupational Health. This is a completely confidential process. All staff also have access to the Employee Assistance Programme (EAP) full details of which are available on the People and OD intranet pages.
- Where appropriate, staff can access the Student Disability Service to support your student's needs. The Students Disability Service offers advice, guidance and appropriate support to all students with a disability or specific learning difficulty (such as dyslexia) across all campuses. The team can also offer advice to academic and professional services staff in responding effectively to the additional educational needs of disabled students. In line with UWS duties under the Equality Act, the Disability Service aims to promote equality of

opportunity and positive attitudes towards disability (defined as a “physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect”) while ensuring any required reasonable adjustments are met for students.

- For support on issues on religion and belief, the Multifaith Chaplaincy Team is available through Student Life, bringing together representatives from various faith and belief groups to form a truly multifaith team. The service offered by the team includes:
 - personal support for students and staff, regardless of religious affiliation
 - information on ceremonies and events for faiths and beliefs
 - celebrations and events for all faiths and none
 - a drop-in space for reflection and prayer

You can find out more about the Multifaith Chaplaincy at www.uws.ac.uk/multifaithchaplaincy

- When addressing any staff or students who have identified as transgender, ensure that you use the appropriate pronoun to demonstrate an inclusive culture. The term “they” should be used for any staff or students identifying as transgender or non-binary or ask how they would like to be addressed. Further information can be found at www.stonewall.org.uk
- In planning activities and courses, use the Diversity Calendar available [here](#) to ensure that cultural and religious events don’t affect your timetable adversely. Events for Black History Month, LGBT History month and other equality events are regularly updated on the calendar. This is also available on the People and OD intranet site.
- Further information on equality, diversity and human rights issues can be accessed on the People and OD website or by contacting the Equalities OD and OH Coordinator.
- If you feel that someone is the subject of discrimination or harassment you should contact your line manager in the first instance or contact your HR Business partner. The university will not tolerate discrimination on any grounds.

The opportunity to engage in delivering equality and diversity should not be limited to the above procedures. It is the responsibility of everyone at UWS to ensure that we are an inclusive organisation as stated by our truth “we are an inclusive organisation that welcomes and values diversity”.

Procedure Author – Equalities & OD Consultant	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public and Staff
Version 2 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

Appendix 1

Definitions of key terms under the Equality Act 2010:

Protected Characteristics	Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation.
Direct Discrimination	Someone is treated less favourably than another person because of a protected characteristic (PC).
Associative Discrimination	Direct discrimination against someone because they associate with another person who possesses a PC.
Discrimination by perception	Direct discrimination against someone because others think they possess a particular PC, whether this perception is correct or not.
Indirect discrimination	This can occur when a provision, criterion or practice applies to everyone but disadvantages individuals with a particular PC.
Harassment	Unwanted behaviour which relates to a PC or is of a sexual nature. The behaviour must have the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
Victimisation	Someone is subjected to a detriment (i.e. a disadvantage, damage, harm or loss) because they have made/supported a complaint or grievance under the Equality Act.

Appendix 2 Protected Characteristics

Age	Refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
Disability	A person has a disability if they a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. It is permissible to treat a disabled person more favourably than a non-disabled person. It is lawful to make reasonable adjustments in relation to employment, education and services to ensure that there is true equality of opportunity for disabled people.
Gender Reassignment	The process of transitioning from one gender to another. Gender reassignment is defined in the Equality Act 2010 as a person who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning a person's sex by changing physiological or other attributes of sex.
Marriage and civil partnership	Couples can have their relationships legally recognised as 'civil' same partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. Same sex marriage is now recognised in law.
Pregnancy and Maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Religion and belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism).
Sex	A man or a woman.
Sexual orientation	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.