

**University of the West of Scotland  
People and Organisational Development Policy Statement**

**Aim**

Achieving our ambitions around student success, research and enterprise, and global engagement depends on our people, financial sustainability and the academic environment in which we operate. This policy statement aims to achieve our strategic ambitions through our people, by fostering cultures of trust, fairness and inclusion in which people feel supported, engaged and relate to each other in a professional way. It is supportive of the UWS truths, in particular:

- UWS is a great place to work and study
- We are an inclusive organisation that values diversity.

Our P&OD policy, supporting procedures and guidelines aims to play an important role in supporting our cultures of trust, fairness and inclusion and will influence staff engagement, university reputation and our ability to attract and retain the right people.

This statement sets out our commitment and the broad principles within which we will operate to support our staff in relation to the employment relationship, helping create sustainable and successful relationships between our people and the organisation.

This policy statement and associated procedures do not form part of the terms and conditions of employment and will be updated to reflect legislative changes or good practice, in partnership with our trade union representatives.

For clarity, this statement should be read along with the related procedures and guidelines referred to below.

**Scope**

This Policy Statement applies to all employees of the University.

**Principles**

The University is fully committed to ensuring that we promote a working environment that:

- enables us to recruit, retain and motivate staff, providing opportunities for fulfilling careers;
- ensures that the University's expectations of individuals are clear in the context of wider University and departmental objectives and priorities; that individuals feel supported and valued in an environment that demonstrates concern for their wellbeing and success;
- is open, transparent, inclusive and free from discrimination;
- ensures our procedures are supportive and applied consistently across the University and that all staff are treated with respect and fairly;
- ensures we have robust, meaningful consultation and involvement with our recognised trade unions at the earliest point possible, in accordance with our arrangements for partnership working;
- complies with the relevant employment legislation and ACAS Codes of Practice;
- is committed to the fundamental principle that the pay and conditions of employment of all staff are non-discriminatory and free from bias, meeting the principles of equal pay for work of equal value;

As part of our commitment, the University will:-

- ensure that our policy and procedures are developed to ensure they are aligned with overall aims and objectives of our strategic ambitions, are inclusive and readily accessible to all members of staff, reflect the relevant employment legislation and good practice;
- work in partnership with our recognised trade unions and individuals to share challenges, develop shared solutions and, as far as possible, reach agreement on change proposals through a consultative and collaborative approach to delivering organisational change or redundancy effectively;
- provide a framework where all matters relating to discipline, grievance, performance and absence are effectively managed
- not tolerate a working environment of bullying, harassment or victimisation;
- ensure that all colleagues are aware of the standards of conduct and performance that is expected of them and provide support, encouragement and guidance to enable staff to achieve those expectations;
- provide a framework where work-life balance is encouraged and promoted through our range of family friendly benefits and working practices;
- ensure that attraction, recruitment, selection and induction practices are transparent and applied fairly and consistently;
- reward and recognise individual and team contribution to the University.

### **Responsibilities**

The endorsement and upholding of the principles of this Policy Statement are the responsibility of the University Court. The Director of People & Organisational Development is responsible for leading the activities within the University which fall under this Policy Statement.

### **Approval**

This Policy Statement was approved by the University Court on 7<sup>th</sup> June 2018.

### **Monitoring and Review**

This Policy Statement will be reviewed every five years. All related Guidelines, Procedures and Schemes will be reviewed annually in line with the University's Annual Compliance Monitoring Statement.

### **Equality Impact Assessment**

A full Equality Impact Assessment was carried out by May 2018.

**Related Guidelines, Procedures and Protocols**

<b>Employee Relations</b>	
<b>Procedures</b>	<b>Guidelines</b>
<ul style="list-style-type: none"> <li>• Absence Management</li> <li>• Disciplinary</li> <li>• Grievance Resolution</li> <li>• Organisational Change</li> <li>• Redeployment</li> <li>• Redundancy</li> <li>• Supporting Performance Improvement</li> <li>• Voluntary Severance/Voluntary Early Retirement Scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines: Dignity &amp; Respect at Work</li> <li>• Guidelines for Managers: Disciplinary</li> <li>• Guidelines for Staff: Disciplinary</li> <li>• Guidelines for Staff: Grievance Resolution</li> <li>• Guidelines for Managers: Grievance Resolution</li> <li>• Guidelines: Organisational Change</li> <li>• Guidelines: Supporting Performance Improvement</li> </ul>
<b>Equality &amp; Diversity</b>	
<b>Procedure</b>	<b>Guidelines</b>
<ul style="list-style-type: none"> <li>• Equality, Diversity and Human Rights Code</li> <li>• Equality Impact Assessment Toolkit</li> </ul>	
<b>Family Friendly</b>	
<b>Procedure</b>	<b>Guidelines</b>
<ul style="list-style-type: none"> <li>• Adoption and Surrogacy Leave and Pay</li> <li>• Career Break</li> <li>• Carers Fund</li> <li>• Dependants Leave and Pay</li> <li>• Flexible Working</li> <li>• Maternity Leave and Pay</li> <li>• Parental Leave</li> <li>• Paternity Leave and Pay</li> <li>• Retirement</li> <li>• Returners Scheme</li> <li>• Shared Parental Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines – Flexible Working</li> <li>• Guidelines – Maternity Leave and Pay</li> <li>• Guidelines – Paternity Leave and Pay</li> </ul>
<b>Resourcing</b>	
<b>Procedure</b>	<b>Guidelines</b>
<ul style="list-style-type: none"> <li>• Emeritus Professors</li> <li>• Engaging non-permanent workers</li> <li>• Recruitment and Selection</li> <li>• Relocation Expenses</li> <li>• Visiting and Honorary Academic Appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines: Starting Salary</li> <li>• Guidelines: Probationary Guidance</li> </ul>
<b>Reward &amp; Recognition</b>	
<b>Procedure</b>	<b>Guidelines</b>
<ul style="list-style-type: none"> <li>• Academic Promotion to Ac3 Lecturer</li> <li>• Academic Promotion – Senior Lecturer and Reader</li> <li>• Additional Annual Leave Purchase</li> <li>• Associate Lecturer Procedure</li> <li>• Local Staff Recognition</li> <li>• Professorial Promotions</li> <li>• Regrading</li> <li>• Salary Recognition and Reward</li> <li>• Staff Appreciation and Recognition Scheme (STARS)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines: Salary Recognition &amp; Reward Schemes</li> </ul>