THE UNIVERSITY OF LEEDS
Equality and Diversity Policy

Set out below is the University’s Equality and Diversity Policy, which applies to staff and students alike. The Equality and Diversity Statement set out at paragraph 2 below is forwarded to all applicants for posts within the University.

The University has also established a separate Single Equality Scheme and Action Plan, which are available via the University website www.equality.leeds.ac.uk/university-policies.

Why the University is committed to equality and diversity

1. The rationale for the University’s commitment to equality and diversity includes:

   - an understanding of the importance of opening the University up to all sections of the community and of identifying, using and developing the skills and talents offered by members and potential members of the University, to their and the University’s benefit;
   - the awareness that, in addition to being illegal and immoral, discrimination is also wasteful;
   - the recognition of the negative impact on individuals of the effects of discrimination in terms of educational attainment, career progression, self-fulfilment and self-esteem.

Equality and Diversity Statement

2. The University of Leeds is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

   - that we treat all individuals fairly, with dignity and respect;
   - that the opportunities we provide are open to all;
   - that we provide a safe, supportive and welcoming environment – for staff, for students and for visitors.

We recognise that we still have work to do to secure a truly inclusive community, and we are committed to a wide-ranging plan of action to tackle discrimination and to promote diversity.

Discrimination

3. The University will not tolerate discrimination against individuals on the basis of gender, gender identity or gender reassignment status, race, colour or ethnic or national origin, religion or equivalent belief system, disability, sexual orientation, social class, age (subject to the usual conventions on retirement), marital status or family responsibilities or as a result of any conditions or requirements that do not accord with the principles of fairness and natural justice. Further information on the University’s approach to tackling discrimination - which includes guidance
for staff and students and information on procedures - can be found in the University’s Policy on dignity and mutual respect.

Status of the policy

4. This policy forms part of the formal contract of employment for staff and part of the formal agreement between students and the University. All members of the University must abide by this policy - albeit that those in senior or managerial positions or with specific responsibilities for recruitment, selection, training, appraisal and promotion should be especially mindful of the policy - and any failure to comply could result in disciplinary proceedings.

5. All visitors to the University, together with those contracted to work at or for the University, will be expected to comply with this policy. This includes those with honorary contracts or 'Visitor' status, for example, members of NHS staff who teach University students and Visiting Professors and Fellows.

Corporate and individual responsibilities

6. The University’s corporate responsibilities under this policy, together with the responsibilities of individual members of the University, are set out below.

Corporate responsibility

6. Responsibility for ensuring that the University meets its legal obligations in respect of legislation relating to equality and diversity rests with the University Council. In practice, however, the management of these obligations is delegated to University officers - and in particular to the Director of Human Resources and the Head of the Equality Service - and to committees, especially the Equality and Diversity Committee.

7. Nonetheless the University is responsible as a corporate entity for putting into place mechanisms and procedures - and for encouraging a culture and environment - that accords with its statutory obligations and commitment to equality of opportunity. In furtherance of this responsibility it has - in addition to establishing this policy:

- drawn up a Single Equality Scheme setting out actions to be taken in respect of its obligations under current equalities legislation.
- established an associated Policy on dignity and mutual respect;
- established a Diversity Action Plan (part of the Single Equality Scheme), which identifies a range of actions for implementation during 2009-2012 (in the first instance).

Deans of faculty and heads of school

8. Deans of faculty and heads of school are accountable to the University Council for ensuring compliance with the Equality and Diversity Policy within their own areas but may, however, delegate responsibility for this matter to heads of academic sub-units where this is appropriate.
9. Specifically - and in addition to their responsibilities as individual members of the University - deans of faculty and heads of school (or academic sub-unit, where appropriate) are responsible for:

- fostering an environment in which compliance with this policy is regarded as integral to the work of the resource centre or department;
- ensuring - as part of the development of this environment - the production and implementation of faculty Diversity Plans;
- giving serious consideration to complaints of harassment or discrimination.

Responsibilities of individual members of the University

10. In order to ensure that the Equality and Diversity Policy is put into practice, individual members of the University:

- should seek actively to promote equality of opportunity for others and strive to create an environment in which academic goals may be pursued without fear or intimidation;
- must not discriminate unfairly in the way they provide or procure services on behalf of the University;
- must not discriminate unfairly if involved in the recruitment, promotion and management of staff or in the selection and supervision of students;
- must neither practice unfair discrimination or harassment nor encourage other staff or students to do so;
- must not victimise any person who has complained of harassment or unfair discrimination, or who has given information in connection with such a complaint.

Corporate support

11. Corporate support for the University’s commitment to equality of opportunity is provided, inter alia, by the following.

- The Head of the University’s Equality Service and the staff of that service have responsibilities for developing equality and diversity strategies, policies and procedures; for providing practical help and advice to ensure that they are effectively implemented and to ensure ‘reasonable adjustment’ in the work and study environments; and for delivering change initiatives.
- The University requires chairs of Appointing and Promotions Committees to attend training in equality and diversity principles.
- The University has established an Equality and Diversity Committee to monitor the way in which its policies are put into practice and to recommend improvements. Data, conclusions and recommendations arising from monitoring exercises, for example, those required as part of the University’s
specific duties under equalities legislation, together with the outcome of any impact assessments, will be reported to the University’s Equality Committee (which in turn reports to Council) and to other committees as appropriate. Furthermore, individuals may draw to the attention of the Committee any matters of policy or general principle by addressing them to the Secretary, Equality and Diversity Committee, Equality Service, Social Sciences Building.

Further information

12. Further copies of this policy can be found on the Equality Unit website http://www.equality.leeds.ac.uk/university-policies/. Further information and advice is available from staff in the Equality Service (☎ 0113 3433927, equality@leeds.ac.uk).

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