



LIVERPOOL  
HOPE  
UNIVERSITY

1844

# **Equality, Diversity & Inclusion Policy**

**Document Control**

Responsibility for Policy:	Chair of Equality and Diversity Steering Committee
Approved by and date:	University Council 2023
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Next Review date:	July 2026
Related Policies:	Detailed in Appendix 1
Minor Revisions:	
EIA:	Not Required

## **1. Background**

Consistent with its Mission, Liverpool Hope strives to be a University where every individual matters. We hold students, staff and visitors in high regard and we seek to foster a working and learning community that recognises and respects difference and appreciates everyone for who they are.

Hope is committed to developing a framework that ensures that equality, diversity and inclusion are mainstreamed into the full range of its activities. This policy provides the framework for the implementation and co-ordination at a corporate strategic level of the University's approach to recognising and advancing equality, diversity and inclusion. It is supported by and linked to a range of additional policies and procedures listed at Appendix One. This policy and other associated policies are implemented in accordance with the relevant current legislation and codes of practice.

## **2. Commitment**

Hope is committed to the principles of equality, diversity and inclusion as well as to the prevention of discriminatory practices (even inadvertent). Within this context the University seeks to ensure that all students, staff and visitors, including those who apply to work or study with us are treated fairly, feel valued and not subjected to unlawful discrimination by the University. Specifically, that individuals:

- are treated with respect and dignity;
- find it possible to participate fully and in so doing feel valued and included in the life of the University;
- are recognised for the varied contributions they make towards achieving the University mission
- have equal access to opportunities so as to maximise their personal, academic and professional development

Underpinning this approach is the principle that no individual will receive less favourable treatment on the grounds of their protected characteristics or other characteristic be it sex, marriage or civil partnership, gender identity, pregnancy and maternity, racial group (including race, colour, nationality (and citizenship), ethnic or national origins), disability, sexual orientation, religion or belief (including philosophical belief and a lack of belief) age, socio-economic background, trade union membership, or any other irrelevant distinction.

## **3. Legal Framework**

**3.1** It is unlawful to discriminate directly or indirectly in recruitment or employment with employees or through the admissions and overall student experience because of age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation marriage or civil partnership. These are known as "protected characteristics". Appendix Two identifies types of unlawful discrimination. Liverpool Hope fully adheres to the requirements of the Equality Act (2010) which provides a legal framework through which to protect people from discrimination, harassment and victimization both in the workplace and in the wider community. Under the Equality Act the University is recognized as a Public Authority, and therefore the University is mindful of its Public Sector Equality Duty. The University Equality and Diversity Objectives are

set to eliminate unlawful discrimination and promote equality as required in the Specific Duties defined as a Public Authority under the Equality Act.

- 3.2** The University has a Code of Practice on Freedom of Speech and Management of Events on Campus which ensures that staff, students and other users of the University premises assist the University in securing freedom of speech within the law under the Higher Education (Freedom of Speech) Act 2023.

## **4. Scope of the Policy**

- 4.1** This policy applies to all students, staff and visitors to the University along with those contracted to work at or for the University. Staff include consultants, contractors, volunteers, casual workers and agency workers; those applying to work or study at the University are also included. It is important that the policy extends to the way in which staff, students and visitors treat each other in order to generate a culture of belonging and mutual respect for individual differences.
- 5.4** This policy may be updated at any point and is non-contractual.

## **5. Roles and Responsibilities**

- 5.1** All staff, students and visitors are expected to treat others with respect and to challenge or report unacceptable behaviour.
- 5.2** All staff and students have a responsibility to read and understand the policy and supporting policies and schemes. Visitors should be aware of Hope culture of respect and dignity and adhere to it.
- 5.3** The University Council has ultimate responsibility for ensuring that Hope operates within this framework and delegates detailed consideration of policy development in this area to its Staffing Committee. Day to day responsibility for the operation of this policy lies with the University Senior Executive Team (USET); USET also has responsibility for monitoring the success of the Policy through Staffing Committee and the Equality and Diversity Steering Committee.
- 5.4** All teaching staff are responsible for:
- Promoting equality, diversity and inclusion by proactively removing barriers through their teaching programs and through relations with students, staff and the wider community;
  - Ensuring that the curriculum covers the knowledge, skills and values which students need to tackle discrimination when they meet it and to help them to understand and value diversity and,
  - Ensuring that materials used to deliver the curriculum are accessible to a diverse range of students adjusted to meet specific needs and that they are free from sexist, racist and other discriminatory assumptions, images and languages unless they are being studied as examples of such
- 5.5** Staff with responsibility for research governance must ensure that research undertaken by the university does not contravene this policy.

**5.6** Managers are expected to treat all staff with dignity and respect and to challenge or report unacceptable behaviour. Managers should be ready to raise awareness of this policy and advise staff on where further information can be found relevant to the policy and its implementation. They should also be able to deal with complaints fairly in a confidential manner.

**5.7** Staff, and students were applicable, should receive training in order to fully understand the importance of equality, diversity and inclusion in the day to day life of the University.

## **6. Aims of the Policy**

**6.1** The University aims to promote equality of opportunity and inclusion by:

- Taking appropriate action to ensure the needs of individuals are understood, respected and met;
- Ensuring that this policy is promoted and embedded throughout the whole University community and is therefore used to guide key practices, communication, policies and processes;
- Providing spaces for discussion which encourage all staff and students to play a role in the implementation of the policy and in its future development;
- Actively engaging all staff with Equality, Diversity and Inclusion training;
- Providing opportunities for staff and students to share both good practice and concerns in relation to Equality, Diversity and Inclusion;
- Ensuring that support services are open to all as far as possible;
- Effective monitoring and reporting of data related to Equality, Diversity and Inclusion;

## **7. Implementation**

**7.1** The Equality, Diversity and Inclusion Policy is available to all staff, students and visitors to the University. If alternative formats of the Policy are required, please contact the Vice Chancellor's Office.

**7.2** The Equality and Diversity Steering Committee may from time to time supplement the approved Equality, Diversity and Inclusion Policy with guidelines that will be disseminated to relevant staff and students. **All members of the University community share responsibility for successful implementation of the Equality, Diversity and Inclusion Policy.** The University is flexible in its approach to its staff in order to ensure that the policy is underpinned by a supportive approach to making reasonable adjustments both to staff working practices and to student assessment practices. The University will take seriously any incidents of non-adherence to the Equality, Diversity and Inclusion Policy by staff, students, visitors and contractors. Any instances of non-adherence will be investigated and where appropriate will be considered under the appropriate disciplinary policy for staff or student. With regard to any breach of the policy by visitors or contractors, the university will take appropriate action depending on the relationship with the University and the nature of the incident.

**7.3** Students who have concerns about unlawful discrimination, harassment or bullying are advised to consult the Code of Student Discipline and contact a member of the

Students Union, Student Services, their Course Tutor, Personal Tutor, or Head of Subject/Department.

- 7.4** Staff with concerns should contact their manager or the Personnel team.

## **8. Sanctions**

- 8.1** Employees can be held personally liable as well as, or instead of, the University for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the University's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice. Any complaint involving staff will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedures. These policies can be found on the University website.
- 8.2** Students who commit serious acts of harassment, discrimination, bullying or victimisation will be dealt with under the Code of Student Conduct. Complaints in relation to students will be dealt with in a timely and sensitive manner and can be raised via the Students' Complaints Procedures and/or the Code of Student Discipline. These policies can be found on the University website.
- 8.3** With regard to any breach of the policy by visitors or contractors, the University will take appropriate action depending on the relationship with the University and the nature of the incident.

## **9. Internal Monitoring and Auditing**

- 9.1** The University requires Equality, Diversity and Inclusion to be an important element of the annual review process. The Equality and Diversity Steering Group meets once a term and commissions comparative and time series analysis of student and staff data in relation to equality and diversity; staff student data is monitored annually by Equality and Diversity Steering Committee. Annual reports detailing progress towards the actions set out in the University's Equality and Diversity Objectives are also reviewed by the Committee. Staff and students are consulted about matters relating to equality and diversity and any corrective actions required to achieve the Equality Objectives. Reports from this committee are sent to Staffing Committee and ultimately to University Council.

## **Appendix 1 – Related Policies and Procedures**

### **STUDENTS**

Code of Practice on Freedom of Speech and Management of Events on Campus  
Policy Statement and Guidelines for Support for Disabled Students  
Universal Assessment Regulations Concessions for Students with an Illness, Disability, Injury or other Adverse Personal Circumstances  
Policy Statement and Guidelines for Student Mental Health Support  
Policy on use of Religious Facilities  
Policy and Process for Handling Sexual Misconduct  
Policy on Sexual or Romantic Relationships between Staff and Students  
Transgender Guidance  
Code of Student Conduct  
Safeguarding Policy  
Equality, Diversity and Inclusion Policy  
Equal Opportunities Policy – Statement on Inclusive Language Use  
Harassment and Sexual Misconduct – Dignity at Work and Study Policy

*This is not an exhaustive list of policies and procedures. All policies and procedures relating to students can be found here [click here](#)*

### **STAFF**

Harassment and Sexual Misconduct - Dignity at Work and Study Policy  
Disciplinary Procedure  
Capability Policy  
Equal Pay Policy Statement  
Conflict Resolution and Grievance Procedure  
Policy and Process for Handling Sexual Misconduct  
Policy on Sexual or Romantic Relationships between Staff and Students  
Recruitment and Selection Policy  
Sickness Absence and Monitoring Policy  
Staff Development Policy and Procedure  
Stress Management Policy

*This is not an exhaustive list of policies and procedures. All policies and procedures relating to staff can be found [here](#).*

## **Appendix Two – Types of unlawful discrimination**

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

In limited cases, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment** including sexual harassment, includes unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age; disability; gender reassignment; race; religion or belief; sex; and sexual orientation; pregnancy and maternity; marriage and civil partnership.

**Associative discrimination** is where an individual is directly discriminated against or harassed for an association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

**Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

**Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers. For an employer to be liable:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment);
- it must be aware that the previous harassment has taken place; and
- it must have failed to take reasonable steps to prevent harassment from happening again.

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so. However, an employee is not protected from victimisation if he or she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his or her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the



employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behaviour could amount to victimisation.

**Failure to make reasonable adjustments** is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable to disabled person to overcome the disadvantage.