

**FINAL DRAFT**



**EDC17D006N**

**UEA EQUALITY AND DIVERSITY CODE OF  
PRACTICE FOR STAFF**

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## 1.0 Policy Statement

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, is an international and multicultural community, which values and encourages diversity. One of the University’s aims is to create an environment for learning and working that is tolerant and respectful of differences and encourages all members of the University to value diversity. Through the application of our policies, procedures and practices we are committed to ensuring equality of opportunity and fair treatment for students and staff, for potential members of our student and staff community, and for other users of our services.
  
- 1.2 This Code of Practice demonstrates the steps that will be taken to ensure equality and diversity and to ensure its compliance with the Equality Act 2010. It sets out how we intend to create a working environment and culture where diversity is embraced by all and staff are treated with dignity and respect and valued in their diversity.
  
- 1.3 The Council has delegated responsibility for its Equality and Diversity Strategy {insert link} to the Equality & Diversity Committee. This Committee is responsible for the continuing development of the Equality and Diversity Strategy and for overseeing its implementation.
  
- 1.4 Promoting equality and valuing diversity is a priority for the University and each member of the University community. As an organisation, the University is committed to being an equal opportunities employer and to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their protected characteristic(s); and, to not unlawfully discriminate against employees, job applicants and trainees because of their protected characteristics. Through effective leadership and collective endeavour, the University will work towards a culture in which all are valued and equality and diversity flourishes.

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## 2.0 Scope

2.1 This overarching Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

2.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

## 3.0 The University's Legal Obligations

3.1 The main provisions of the Equality Act 2010, referred to as "the Act" throughout this document, came into force on 1 October 2010.

3.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:

- Age - {insert link to Code of Practice}
- Disability {insert link to Code of Practice}
- Gender reassignment {insert link to Code of Practice}
- Marriage and civil partnership {insert link to Code of Practice}
- Pregnancy and maternity {insert link to Code of Practice}

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- Race (including Caste<sup>1</sup>) {insert link to Code of Practice}
- Religion or belief {insert link to Code of Practice}
- Sex {insert link to Code of Practice}
- Sexual orientation {insert link to Code of Practice}

3.3 Further to the Equality Act 2010, The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 came into effect on 6 April 2017 and The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into effect on 31 March 2017. These relate to equal pay and gender pay gap reporting (insert link to Code of Practice).

## 4.0 Mandatory Equality Training for Staff

- 4.1 All staff are required to complete the online Equality and Diversity training module <https://portal.uea.ac.uk/csed/resources/diversity-in-the-workplace-online-training>. Refresher training is required every two years. The Human Resources Division monitors and reports to the Equality & Diversity Committee and Council the completion rates of this mandatory training.
- 4.2 Staff are also encouraged to enrol on other equality & diversity training sessions provided through the Centre for Staff and Educational Development <https://portal.uea.ac.uk/csed>, such as 'Understanding Unconscious Bias' and 'Cultural Awareness'.

## 5.0 Recruitment and Selection of Staff

- 5.1 The University will ensure that recruitment and selection practices are fair and free from unlawful discrimination.

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<sup>1</sup> Current case law also means that race in the Equality Act can also pertain to caste.

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- 5.2 All staff involved in recruitment and selection are required to complete the online Recruitment training module <https://portal.uea.ac.uk/csed/recruitment-and-selection> to enable them to develop recruitment and interviewing skills in the context of the University's Guidelines on Recruitment and Selection (<https://www.uea.ac.uk/hr/employee-information/recruitment>). Refresher training is required every two years. The Human Resource Division monitors the completion rates of this mandatory training.
- 5.3 The University will normally advertise simultaneously the majority of its vacancies internally and externally. However, there are occasions where vacancies will be advertised internally to current UEA staff, or to a restricted field of UEA staff. The Human Resources Department reviews the placement of all advertisements to ensure they are advertised appropriately.
- 5.4 The University operates a Redeployment Register <https://www.uea.ac.uk/hr/employee-information/policies/redundancy> and the opportunity to join this Register is offered to staff who are provisionally selected for redundancy and seeking alternative employment.

## 6.0 Promotion, Training and Career Development

- 6.1 The University encourages individuals to identify their career aspirations and is committed to Performance Management<sup>2</sup> with a view to improving the opportunity for staff to receive guidance, training and promotion.

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<sup>2</sup> Performance Management is the collective term for a set of processes designed to integrate with each other in order to improve the performance of organisations by developing the capabilities of the teams and individuals working within them.

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- 6.2 It is mandatory for all staff to have an annual appraisal , which enables a regular review of the performance, workload, training needs and career aspirations of each member of staff, considered in relation to the requirements of their School, Faculty or Division and University Plan and to help realise an individual's potential.
- 6.3 All staff involved in appraising other staff are required to complete the online Staff Appraisal training module <https://portal.uea.ac.uk/csed/e-learning> to enable them to gain or refresh their knowledge and understanding of the Staff Appraisal Policy <https://www.uea.ac.uk/hr/employee-information/appraisal>. Refresher training is required every three years.
- 6.4 The Human Resource Division monitors the completion rates of this mandatory training and reports it to the Executive Team. Staff who will be appraised are encouraged to complete the appraisal e-learning module so that they are able to understand and engage fully in the appraisal process.
- 6.5 The University recognises that affording staff the opportunity to undertake training or study can benefit both the individual and the University. The Employee Study and Training (Procedural requirements) Regulations 2010 give employees the right to request time off to train or study and to have their request considered in accordance with a statutory procedure. The University's Guidelines {insert link} provide guidance on the requirements of the statutory procedure on how to request and consider requests for such leave.

## **7.0 Promotion**

- 7.1 The University operates an annual review process <https://www.uea.ac.uk/hr/employee-information/promotions> for all staff groups for the award of promotions, special increments, discretionary awards and ex-gratia

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payments. The University will continue to keep under review and monitor the criteria and procedures for promotion.

7.2 The University recognises the need to ensure that there are more women in senior management roles at the University. In partnership with the Leadership Foundation for Higher Education (LFHE), the University offers an internal intensive University Leadership programme. Women, where women are considered a minority in their School or Department, can also apply to participate in the LFHE's Aurora programme <https://portal.uea.ac.uk/equality/aurorafhe> .

7.3 The University is committed to the Athena SWAN principles and is proud to be a holder of an institutional Bronze Athena SWAN award. All Schools have signed up to this initiative and are progressing their applications at Bronze and Silver level. This Award recognises and celebrates good practice in recruiting, retaining and promoting women and addressing gender equality more broadly, as well as tackling the barriers to progress that affect women.

7.4 The University is committed to improving the career progression and representation of minority ethnic staff who are under-represented at management and policy-making level within the University. The University has established a Black and Minority Ethnic (BME) Staff Network which will enable the University provide BME staff with an opportunity to comment on a broad range of issues that affect BME staff.

## 8.0 Work Life Balance and Wellbeing

8.1 The University recognises the need for staff to balance their work and home life and has in place a range of family friendly policies <https://www.uea.ac.uk/hr/employee-information/policies/flexible-working> and guidelines <https://www.uea.ac.uk/hr/employee-information/leave> . The Human Resources Division will co-ordinate and monitor the use of these Guidelines.

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- 8.2 The University recognises that it is necessary to encourage more flexible patterns of work where feasible, to attract and retain staff in order to help them have a more balanced and better quality of working life. Wherever reasonably practicable the University will take account of the needs of individual staff and put in place permanent and temporary arrangements to assist the member of staff's needs.
- 8.3 The University is committed to providing a safe and healthy workplace for its employees by minimising the risks of people suffering ill-health as a result of work, finding ways to allow people to work despite health problems or disability and promoting a healthy and productive workforce. More detailed guidance is available at <https://www.uea.ac.uk/hr/employee-information/health> .

## 9.0 Dignity & Respect

- 9.1 The University has a zero tolerance of unlawful discrimination, harassment or bullying and aims to ensure that staff are treated with dignity and respect at all times and are protected from such behaviour and/or actions.
- 9.2 The University is committed to creating and maintaining a safe, inclusive and welcoming culture on campus and the Vice-Chancellor has pledged to provide clear leadership and support for the University's Never Ok campaign that is running and being promoted in partnership with the UEA Students Union.
- 9.3 Never OK aims to:
- Foster a culture where there is a zero tolerance for sexual harassment, violence or hate crime against anyone;
  - Enable frank, open and honest discussion about issues and provide clear signposting to training and support for all;

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- Support and engage with our wider communities beyond the campus to challenge negative behaviour and promote a safe culture for all.

9.4 The University will thoroughly investigate all reports of inappropriate behaviour and conduct and will take appropriate action to address the situation that is proportionate to each case in line with the relevant University's Disciplinary, Grievance, Dignity & Respect and Equality & Diversity codes of practice. {add links}

9.4 The University offers support and advice for staff who believe they are being discriminated against, harassed or victimised. The Briefing Notes for each of the protected characteristics provides information on how staff can seek help and support internally or externally.

9.5 Staff with concerns can contact the following for help and advice:

- A member of the Human Resources team {insert link to contacts}
- A member of the Equality & Diversity Team {insert link}
- Your line manager
- Your Campus Trade Union representative (UCU, UNISON, UNITE)
- UEA Staff Pride Dignity & Respect Champions

## 10.0 Responsibilities

10.1 All members of the University community are required to comply with this Code of Practice, associated Codes of Practice and other key University policies and procedures and with relevant legal requirements. Staff are encouraged to draw to the attention of their manager or Human Resources any issues, which they believe to be unlawful discrimination.

## 11.0 Monitoring

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- 11.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 11.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment and take positive action where appropriate to ensure that its policies are fully implemented.
- 11.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.

UEA Equality & Diversity Committee – approval date	Due to be considered at 30 October 2017 Equality & Diversity Committee
Equality Impact Assessment undertaken	
Next Review Date	September 2018
Review frequency	Annually
Author	S Forder - Human Resources Division
Document Ref.	UEA Equality & Diversity Code of Practice for Staff final Draft 1017