

EQUALITY AND DIVERSITY POLICY

1. INTRODUCTION

Warwick SU is an organisation committed to creating a study and work environment where everyone is treated with dignity and respect and where diversity is valued.

In addition to ensuring our legal responsibilities are met, being inclusive is a core value of the Students' Union and as such we will endeavour to go further than the law requires wherever possible.

2. AIMS

It is Warwick SU's policy:

- To actively promote an environment free from discrimination, intimidation or victimisation on any grounds. (Including gender, age, race, sexual orientation, disability, religion or belief, gender reassignment, marriage or civil partnership or pregnancy and maternity)
- To provide clearly defined and effective procedures to ensure anyone who has been discriminated against, bullied or harassed feels sufficiently confident to raise problems they experience.
- To ensure the effects of discrimination, bullying or harassment on individuals are understood and minimised, providing the necessary support in whatever form is deemed to be appropriate, using best practice and taking expert advice is required
- To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with anti-discrimination, anti-bullying or anti-harassment legislation and that both Warwick SU and the individual can be held liable if they contravene the law.
- To challenge behaviour and change practice that directly or indirectly result in discrimination

Please refer to the Equal Opportunities ByLaw <http://www.sunion.warwick.ac.uk/council/By-laws/BL%2011%20-%20Equal%20Opportunities.pdf> for more details and to the SU Staff Dignity at Work Policy (which can be obtained from the HR department).

3. RESPONSIBILITY FOR THE POLICY

The principles of equality and diversity will be embedded throughout the Union's role as an employer, a provider and a commissioner of services and as a representative body on behalf of all students. Responsibility for the implementation of this policy is as follows:

The Trustee Board, as a group, has overall responsibility for ensuring the Union operates within a framework of equality of opportunity in line with its legal obligations.

Welfare and Campaigns Officer is charged specifically with duties relating to equality and diversity and is accountable to the members to ensure the policy is implemented in full in the delivery of services. In that respect the postholder also sits on the University's Equality and Diversity Committee.

The **Senior Management Team** and **Sabbatical Officers** are responsible for the implementation of the policy across all services, ensuring staff and volunteers receive appropriate training and for the continual development and monitoring of the policy and reporting to the Trustee Board.

Managers are responsible for ensuring that their staff team are aware of and support the policy.

Staff have a collective responsibility to promote equality and diversity and to behave in accordance with the policy reporting any issues to their manager. The Union recognises that all of its employees have a duty to support and uphold the principles contained in this policy.

Volunteers have a collective responsibility to promote equality and diversity and to behave in accordance with the policy reporting any issues to the Welfare & Campaigns Officer.

Liberation Officers annually elected, to sit on Student Council have a mandate to provide representation for students who self-define within their elected demographic group. They assist the Students' Union and University in addressing issues that a particular group of students may face and especially those which fall under this policy. All have a shared obligation to ensure the Union actively identifies and addresses issues before they have an impact on students and other groups who may be affected.

Members are expected to support and uphold the principles contained in this policy. (as detailed in Members Code of Conduct)

External contractors and **visitors** to the Union are required to abide by this policy particularly in the Union's commitment set out above.

Warwick Students' Union will ensure it fulfils its legal and moral obligations by:

- Having in place processes to ensure that all of its services, plans and policies comply with the requirements of equality legislation;
- Ensuring equality of access for all of our members, staff and prospective staff;
- Promoting the spirit of equality of opportunity and ensuring that everyone to whom this policy applies, acts respectfully towards, and is inclusive of, each individual and group;
- Striving to involve students in all activities who are from traditionally hard to reach or under-represented groups;
- Working proactively towards eliminating discrimination on the grounds of their age, disability, gender, gender reassignment, race, religion or belief, sex, marital status, civil partnership, pregnancy, family responsibilities or any other inappropriate or irrelevant criteria or distinction;
- Ensuring that harassment, bullying, discrimination and victimisation are not tolerated and create an environment that welcomes everyone;
- Making changes that will support and encourage the principles of this policy;
- Monitoring the implementation of this policy and evaluate its effectiveness;

4. TRAINING AND COMMUNICATION

The Union will ensure that all staff, elected officers and volunteers receive equality and diversity training that is appropriate to their role.

All staff, officers, volunteers and external companies, organisations and individuals who have contracted to have use of the Students' Unions premises will be made aware of this policy.

The policy will be published on the Students' Union's website.

5. BREACHES

The Union takes equality and diversity extremely seriously. All complaints relating to breaches of this policy will be investigated and appropriate action taken.

Members of staff who wish to raise a concern or believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the Grievance Procedure, available from the HR Department.

Staff may also wish to contact representatives of their recognised Trade Unions for further advice

Members who believe they have suffered any form of discrimination, harassment or victimisation should raise the matter by e-mailing Welfare and Campaigns Officer welfare@warwicksu.com.

Any member of the **public, partner, contractor** or **visitor** wishing to raise a concern in relation this Policy should direct this to complaints@warwicksu.com.

For further details on how complaints are dealt with, please see <http://www.warwicksu.com/contact/complaints/>

Comments or questions about the Equality and Diversity Policy should be sent to the Welfare and Campaigns Officer – welfare@warwicksu.com .