



University of  
St Andrews

## Equality, Diversity and Inclusion Policy

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British Sign Language (BSL) users can contact the University via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>.

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## 1. Introduction

1.1 The policy takes into account the updated approach to equality by the UK Government as outlined in the Equality Act (2010), Public Sector Equality Duty (2011), and the Scottish Specific Duties (2012), which requires the University to:

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Foster good relations between people who share a protected characteristic and those who do not.

## 2. Equality statement

2.1 The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all.

In addition to being compliant with the equality laws (public duties and Human Rights), the University also supports diversity and promotes equality of opportunity for all staff, students and visitors regardless of their:

- 'Protected Characteristic' as defined under the Equality Act (2010):
  - Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil partnership
  - Pregnancy and Maternity (including Paternity)
  - Race (colour, ethnic or national background)
  - Religion or Belief (including non-belief)
  - Sex
  - Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependants
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

2.2 The Equality, Diversity & Inclusion Policy outlines the responsibility for promoting inclusive environments, which are free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors and service providers).

## 3. Commitment to Equality

3.1 The University aims to ensure that equality is embedded into all its functions, operations and activities. Initiatives to support the embedding process are facilitated by the University's Head of Equality & Diversity.

#### **4. Assessing the Equality of Opportunity and Fairness**

4.1 Equality Impact Assessments (EIAs) are methods of 'self-assessment or auditing', which result in a detailed indicator of the University's performance with the Equality Act and the Scottish Specific Duties. The University is committed to promoting and monitoring fairness and equality of opportunity through the conducting of EIAs.

#### **5. Responsibilities and commitment**

5.1 Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with the University (e.g. visitors, contractors and service providers), in all aspects of University life.

5.2 Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

5.3 The law stipulates that, any member of the University community found to be responsible for inciting, perpetrating or colluding with discrimination or harassment may face disciplinary action.

5.4 All staff, students and anyone associated with the University, have a responsibility to adhere to this statement and apply it in their day to day work. The specific responsibilities in relation to this statement are as follows:

- The University Court, as the employer, is ultimately responsible for ensuring that the University fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled.
- The Principal's Office, having the overall leadership for managing the University, has the responsibility to ensure that the legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled across the University.
- The Director of Human Resources is responsible for implementation of this statement with respect to staff and also for implementing related policies and procedures. The Director of Human Resources will also ensure that all staff receive appropriate equality and diversity inclusion training.
- The Director of Student Services is responsible for implementation of this statement with respect to students and also for implementing related policies and procedures.
- Heads of School/Unit have a responsibility to raise the profile of the policy within their Schools/Units and ensure that all staff and students are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their Schools/Units.
- All staff and students have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and to adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of staff or a student will be taken very seriously and may result in disciplinary action being taken.

## 6. Monitoring

6.1 Monitoring will be essential to ensure that the University's 'Equality Statement' is working effectively. In order to achieve this, the University will monitor annually and publish details of:

- the profile of the staff and student population across the 'protected characteristics' (transgender profiles are not published)
- student applications, offers made, acceptances, assessment results, drop-out rates and awards of degrees
- recruitment and selection, leavers, promotion, re-grading and participation in training and development activities
- complaints including harassment and bullying complaints, grievances and disciplinary proceedings for staff and students

6.2 The University guarantees that information gathered for the purposes of monitoring will be used only for monitoring and to improve its equality performance and will be held and processed in accordance with the Data Protection Act (2018). The University's Central Equality, Diversity and Inclusion (CEDI) committee is the central committee responsible for the University's EDI remit, strategy and best practice. The committee is responsible for identifying and implementing strategies, actions and best practice with regard to all aspects of EDI: <https://www.st-andrews.ac.uk/hr/edi/cedi/>

## 7. Complaints of Discrimination, Harassment, and supporting policies

7.1 If a member of staff feels that they have been bullied, harassed or discriminated against, the complaint should be raised in accordance with the appropriate University 'Dignity and Respect at Work Policy': <https://www.st-andrews.ac.uk/policy/staff-employee-relations-dignity-and-respect/dignity-and-respect-at-work-policy.pdf>

7.2 If a student feels that they have been bullied, harassed or discriminated against, the complaint should be raised in accordance with the University's 'Harassment and Bullying Policy': <https://www.st-andrews.ac.uk/policy/student-administration-non-academic-discipline/student-harassment-and-bullying-policy.pdf>

7.3 All employees, students, and members of the public can use the online 'Report and Support tool' to report complaints or concerns to the University and access support information: <https://reportandsupport.st-andrews.ac.uk/>

7.4 Other relevant policies can be found on the University's Governance Zone webpage: <https://www.st-andrews.ac.uk/policy>.

7.5 Advice on the use of these procedures can be obtained from Human Resources and Student Services.

## 8. Review

8.1 This policy will be reviewed to ensure consistency with best sector practice and updated terminology in 2022/23.

## 9. Contacts

### 9.1 For staff:

HR Business Partners:

<https://www.st-andrews.ac.uk/hr/businesspartner/>

Sukhi Bains, Head of E&D

Email: [sb104@st-andrews.ac.uk](mailto:sb104@st-andrews.ac.uk)

Tel: 01334 461649

### 9.2 For students:

Dr Fiona Whelan

Assistant Director

Student Services

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## 10. Version control

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Included updated terminology, institutional contacts, and new Report & Support provision and migration to Governance Zone.	Published	Sukhi Bains, Head of E&D, EDI Team.	16 December 2020
1.2	Included weblink to the Central EDI Committee webpage.	Published.	Sukhi Bains, Head of E&D, EDI Team.	31 Mar 2022
1.3	Change to review date only.	Published.	Sukhi Bains, Head of E&D, EDI Team.	05/01/2023
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1.6	Review date extended to allow review to take place.	Published.	Stuart Hall EDI	04/01/2024

## Appendix A: Glossary of terms

Terminology	Description or example
<b>Adverse impact:</b>	Identified where a University operation has a less favourable effect on one or more groups covered by equality law than it has on other groups.
<b>Age:</b>	A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).
<b>Associated Discrimination:</b>	Where a victim of discrimination does not have a 'protected characteristic' but is discriminated against because of their association with someone who does e.g. the parent of a disabled child.
<b>Dependants:</b>	An employee's spouse, child or parent, or anyone who lives in the same household (except employees, tenants, lodgers or boarders).
<b>Differential impact:</b>	Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.
<b>Direct Discrimination:</b>	Occurs where a person is treated less favourably on the grounds of being a member of a particular group than a person who is not from that group would be treated in the same or similar circumstances.
<b>Disability:</b>	A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Also refer to 'Reasonable adjustment'.
<b>Diversity:</b>	Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.
<b>Equal Opportunities:</b>	Equal opportunities, or equality of opportunity, may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities. The term has mostly been replaced by Equality, Diversity and Inclusion (EDI) in recent years.
<b>Equality:</b>	Equality is about fairness, and not discriminating against individuals or groups because of peoples' backgrounds.
<b>Equality Impact Assessment (EIA):</b>	A detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different 'protected characteristics'.
<b>Equality strands:</b>	Different equality groups/communities in equal opportunities law, now replaced by the Equality Act (2010) - refer to 'Protected Characteristics'.
<b>Gender Reassignment:</b>	The process of transitioning from one gender to another.

<b>Harassment:</b>	Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.
<b>Indirect Discrimination:</b>	Refers to applying University operations that disadvantages people of different 'protected characteristics'. Indirect discrimination is illegal if it cannot be justified as a proportionate means of achieving a legitimate aim.
<b>Marriage and Civil partnership:</b>	Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
<b>Perceived Discrimination:</b>	Applicant/employee treated less favourably because it is perceived that the applicant/employee has a protected characteristic. Even though the employee/employer may be mistaken it is still discriminatory.
<b>Prejudice:</b>	An adverse judgement, conviction or opinion formed beforehand or without knowledge or examination of the facts. It may be felt or expressed. It may be directed, without reason, toward a group or an individual of that group and may develop into an irrational suspicion or hatred.
<b>Pregnancy and Maternity:</b>	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
<b>Protected Characteristics:</b>	Gives legislative protection from discrimination to the following 'protected characteristics': Age Disability Gender Reassignment Marriage and Civil partnership Pregnancy and Maternity Race Religion or Belief (including non-belief) Sex/Gender Sexual Orientation
<b>Qualitative Data:</b>	Information that is difficult to count measure or express in numerical terms (for example, feedback from focus groups or interviews).
<b>Quantitative Data:</b>	Information that can be expressed in numerical terms, counted or compared on a scale (for example, monitoring data).
<b>Race:</b>	Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
<b>Reasonable Adjustment:</b>	Where a disabled person is at a substantial disadvantage in comparison



	<p>with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by:</p> <ul style="list-style-type: none"> <li>Changing provisions, criteria or practices</li> <li>Altering, removing or providing a reasonable alternative means of avoiding physical features</li> <li>Providing auxiliary aids</li> </ul>
<b>Religion and belief:</b>	<p>Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p>
<b>Sex:</b>	<p>'Sex' is understood as binary, with a person's legal sex being determined by what is recorded on their birth certificate. 'Gender' refers to socially constructed roles of women and men and/or an individual's conception of their identity. The term is often used interchangeably with 'sex', partly in recognition that much of the inequality between women and men is driven by underlying social and power structures rather than by biological sex. Although the Equality Act protects people from discrimination because of their sex, other UK legislation (such as the regulations requiring employers to publish their gender pay gap) refers to gender.</p>
<b>Sexual orientation:</b>	<p>Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>
<b>Trans:</b>	<p>Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth, including people who are non-binary or otherwise gender non-conforming and women or men with a trans past.</p>
<b>Victimisation:</b>	<p>Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act.</p>

## Appendix B: Summary of how the policy impacts people

What does this mean for:	Positive Impact
<b>Someone applying to work at the University</b>	You can be confident that you are applying to work for an organisation fully committed to ensuring equality and diversity and that the recruitment process fully supports and upholds this statement.
<b>An employee at the University</b>	You are working for an organisation whose commitment to the promotion of equality and diversity is furthered by a range of policies and procedures that ensure the University is benefiting from best practice in this area.
<b>Applying to become a student at the University</b>	You will be treated with equality and fairness in accordance with our admissions policy and procedures. You will have access to information and advice throughout the admissions process to assist you with your decision making.
<b>As a student at the University</b>	You will benefit from studying at a University with a diverse student body and workforce. Our commitment to equality and to dignity and respect is furthered through policies, and University Strategy Diverse St Andrews theme.
<b>As a partner organisation in any sector (public, private or voluntary)</b>	You can be welcomed and treated with dignity and respect. You will work with the University to promote equality within joint activities for the benefit of all.
<b>As a contractor working on our premises</b>	You have both rights and duties (as detailed in your contract) and will act in accordance with our principles and standards.
<b>Visiting the University</b>	You will be welcomed and treated with dignity, respect and courtesy.