



De Montfort University Kazakhstan

Equality, Diversity, and Inclusion Policy



Table of Contents

<i>Introduction</i>	3
<i>Commitment</i>	3
<i>Scope</i>	4
<i>Roles and responsibilities of University Managers</i>	5
<i>An Evidence-based approach</i>	6
<i>Monitoring and Updating</i>	6
<i>Implications for Staff</i>	7
<i>Implications for Students</i>	9

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Equality, Diversity, and Inclusion Policy

Introduction

The University seeks to integrate the principles of equal treatment and promotion of diversity into all aspects of its operations and recognises that equal treatment involves much more than simply treating everyone alike. Equal treatment also requires a recognition that some groups and individuals have particular and specific issues that need to be met if they are to enjoy equal access to the services offered by the University. This means that the University may need to tailor some of its services in a range of different or more flexible ways, to ensure genuine equality of access or opportunity for groups and individuals who approach those services from a position of persistent and longstanding disadvantage.

Valuing diversity involves a genuine celebration of differences and valuing the differences between individuals' cultural, social, and intellectual contribution means that the University will seek to promote greater mutual understanding between groups and individuals who reflect these differences; and will seek to use the talents and experiences that every individual can bring to the institution.

Inclusion involves the University and its staff designing and operating flexible services practices and procedures that take appropriate account of the needs of all stakeholders. For example, all aspects of the university experience must be accessible to people with the range of disabilities that are found in the community. Likewise, reasonable account should be taken of religious observances.

Commitment

The University is wholeheartedly committed to the positive promotion of equality, diversity, and inclusion of all the University community.

To achieve this, the University will:

- ensure that no discrimination occurs in the conduct of the University's work;
- advance equality of opportunity between people who share the characteristics listed below, as well as all other members of the University community;
- foster positive relations between all members of the University community regardless of individual differences.

The University will give especial protection against unfair discrimination on the grounds of:

- age

- disability
- ethnicity (including race, colour, and nationality)
- gender
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- religion, belief
- sexual orientation
- having caring responsibilities

Scope

The principles of equality, diversity and inclusion apply to the way in which staff and students should treat each other, and to all visitors, contractors, sub-contractors, service providers, suppliers, former staff and students and any other persons associated with the functions of the University.

The University will therefore establish an Equality, Diversity and Inclusion Committee (EDIC) headed by the Rector which may include:

1. Membership

- the Rector
- the Head of Admissions
- the Head of Human Resources
- Programme Leaders
- The President of the Students' Union or his/her representative

1. Terms of Reference

- To develop, oversee and review the University's equality, diversity and inclusion strategies, objectives, policies, and initiatives, and to advise and make recommendations to the Academic Board as necessary.
- To monitor the performance of the University regarding its equality, diversity and inclusion-related strategic objectives and to publish on an annual basis, reports highlighting key achievements and developments as well as the staff and student diversity profiles.
- To promote a working and learning environment that ensures equality, celebrates diversity, and promotes inclusion for all students, staff, visitors, and other stakeholders.
- To ensure that equality, diversity, and inclusion issues are given due regard in the conduct of the University's business and in any change initiatives.
- To ensure appropriate consultation and communications are undertaken with affected groups and across the University community as a whole.

- To receive reports from the Head of Human Resources on matters brought to his/her attention
- To rule on issues that go beyond individual programme level e.g., the compatibility of aspects of the UK curriculum with the local culture
- To report issues and resolutions for information to the Academic Board.

2. Frequency of meetings

The EDIC will meet no fewer than two times during the academic year.

3. Administrative Support

All administrative arrangements will be undertaken by the Head of Human Resources.

Roles and responsibilities of University Managers

Managers will:

- ensure that the aims and the values embodied in this policy are appropriately reflected in all job descriptions, person specifications, professional development, and annual personal development reviews;
- have due regard to equality issues in all decision-making;
- investigate whether any groups have particular needs in relation to accessing services;
- ensure that due consideration is given to equality, diversity and inclusion within their own sphere of influence;
- promote an environment where respect is shown to all, and mutual understanding is fostered;
- challenge any actions or behaviour which are in conflict with the values and principles laid down in this policy;
- ensure staff and students know how to report any instances of discrimination, bullying and harassment without fear of victimisation;
- deal with complaints fairly, thoroughly, quickly, and confidentially.

Teaching staff will:

- promote equality, diversity and inclusion in all learning settings;
- develop student understanding and realisation of equality, diversity, and inclusion.

All members of the University community will:

- ensure understanding of this policy and seek guidance if there are any questions;
- promote equality, diversity and inclusion for others and strive to create a safe, supportive and welcoming environment;
- challenge inappropriate behaviour or discrimination;
- report behaviour that contravenes this policy to the Head of Human Resources

Visitors

- All visitors to the University, together with those contracted to work at, or for, the University (including those with honorary contracts) will be expected to comply with this policy whilst on campus or in their execution of University business.

An Evidence-based approach

The University employs an evidence-based approach to increasing equality, diversity and inclusion that employs monitoring data, user feedback and research to inform and improve future practice.

a) Monitoring

The University through the EDIC, will annually assess the effectiveness on the Equality, Diversity and Inclusion Policy through collection and analysis of data to produce annual reports to the Academic Board for the purpose of its conclusions and recommendations feeding into the University's strategic planning cycle.

To achieve this, the University will annually publish data and details including, but not limited to:

- the profile of the staff and student population across a range of the University's operations;
- student applications, acceptances, progression and attainment of degrees ;
- recruitment and selection of staff;
- complaints, including harassment and bullying, grievances and disciplinary proceedings for staff and students;
- staff equality training.

b) Consultation

The University seeks to foster the active involvement of students and staff in promoting equality, diversity, and inclusion across the many functions of the University, using feedback from students and staff, including any complaints, to identify how the University's commitment to equality, diversity and inclusion can be more effectively realised.

c) Equality research

The University will use and draw upon research undertaken by relevant bodies such as AdvanceHE.

Monitoring and Updating

The policy will be monitored regularly by the EDIC and may also be amended from time to time to reflect and take account of changes in legislation and best practice.

Implications for Staff

- Communication - Language and Visual

It is the University's policy to make every effort to avoid the use in all its communications of gender-biased language and oppressive, pejorative or offensive terminology and imagery, and to promote inclusive language and imagery.

- Recruitment and Selection

The University will state its commitment to being an Equal Opportunity Employer on all recruitment material, including job advertisements and About the Job documents sent to prospective applicants.

The University will normally advertise the majority of vacancies externally and as widely as possible to ensure that notices of job vacancies reach all potential applicants. It is recognised that it is necessary occasionally to restrict the field of applicants to internal candidates. In such cases, advertisements will be widely circulated throughout the University.

The University will give fair consideration to all applicants for employment, supported through the use of transparent procedures. This will include the utilisation of job descriptions and person specifications, both of which are essential in the selection process, as they clarify the purpose and duties of a post and enable the provision of objective selection criteria, thereby ensuring appointments are based on individual merit. However, there are certain limited exceptions where questions relating to health and disability can also be asked, as detailed below:

- Establishing whether the applicant will be able to comply with the requirement of attending an interview
- Establishing whether the employer will have to make reasonable adjustments for the individual to undergo an interview or any other assessments
- Establishing whether the individual will be able to carry out a task which is intrinsic to the employment
- Monitoring diversity in the applications

When a job is advertised externally the job vacancy will be circulated as widely as possible and a copy of the job vacancy will be sent to all appropriate agencies and groups.

The University will provide comprehensive guidelines and training on recruitment for all those involved in the recruitment process and will continue to keep under review the criteria governing recruitment and selection of all staff and the associated policies and practices.

- Conditions of Service

The University is committed to encouraging all members of staff to contribute fully, through their work, to the life of the University.

Discriminatory behaviour, such as actions or words calculated to cause offence, and cases of personal harassment may be subject to disciplinary action.

Consideration will be given to requests from members of staff who wish to change from full-time to part-time employment in any of the following circumstances on a permanent or temporary basis - when returning to work after maternity leave, when personal circumstances change due to the acquisition of a physical or mental health condition, when an existing medical condition progresses in such a way as to impede their capacity to continue in full-time employment, or where personal domestic circumstances alter radically, e.g. through needing to provide sustained care and support to someone else.

The review and development of University staffing policies and procedures will include an assessment of their impact upon all staff groups.

- Development and Progression

The University is committed to offering all members of staff opportunities for guidance, training and development and promotion within the terms of their employment on the basis of their role, relevant qualifications, abilities and performance.

Individuals, Programmes, and Selection Committees will be given guidance to ensure that there is no unfair discrimination in the consideration of grading cases or in the provision of training.

The University will continue to keep under review the criteria governing promotion and overall progress of staff to ensure that there is no unfair discrimination.

- Training and Communication on Equal Opportunities

The University will provide appropriate training on equal opportunities for members of staff, and in particular for those who are responsible for staff management and recruitment and selection

Appropriate training will be provided to enable staff to perform their work effectively. In assessing the training needs of individuals within their career structure, the University will have regard to the possible particular needs of individuals, for example, those staff with disabilities or those returning to work after a career break, or those with language difficulties.

This policy document will be made widely available to all staff, to ensure that all

staff are aware of their entitlements and their responsibilities in association with equal opportunities and the policy will be communicated to new staff as part of the induction process. Arrangements for the effective communication of this policy and for regular updates for staff and representatives on equal opportunities will be set out in action and implementation plans, as necessary. Review of actions undertaken and planned on equal opportunities will take place in the EDIC.

- **Disciplinary, Grievance and Harassment Procedures**

Any member of staff who alleges that they have been the subject of discrimination or harassment by the University or by one of its members of staff may refer the matter to the Head of Human Resources, who, if he/she is unable to resolve the issue, may, in turn, take the matter to the EDIC for resolution.

Harassment is “unwanted conduct related to an individual which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Employees will be able to complain of behaviour that they find offensive whether or not it is directed at them personally

In appropriate cases the University will refer the matter to the EDIC for resolution.

The rulings of the EDIC will be monitored by the Academic Board to ensure that they are being operated consistently with this policy. When this happens, the Rector as Chair of the EDIC will be excused for this agenda item

Implications for Students

- **Commitment**

The University is committed to equality of opportunity and to fostering good relations, for students and prospective students. It is the University's policy to treat all students with dignity and respect. The University aims to enact this in all the following functions:

- Recruitment and admission
- Assessments and progression
- Provision of student services and related facilities
- Teaching, learning, examining, curriculum development and quality assurance
- Research

The aim of the policy is to ensure that all students and prospective students are treated equally, irrespective of race, colour, nationality, ethnic origin, sex, gender reassignment, sexual orientation, marital (including civil partnerships) or parental status, pregnancy and maternity, age, disability, religion and belief or socio-economic class or spent criminal convictions.



The above commitment forms the basis for the student related strategies and policies of DMUK.