

7. Equality, Diversity and Inclusion Policy

Our Commitment

Inclusive is one of Leeds University Union's five organisational values. This policy is here to define what it means in principle and guide what it looks like in practice. Equality is fairness between all people. It means recognising and removing the barriers that prevent every member of a community from getting what they need and creating fair opportunity for everyone to get what they want.

LUU strives to ensure individuals are not discriminated against on any of the following grounds; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation. This list is not however exhaustive and LUU will take appropriate actions to address any claims of discrimination.

At LUU, this means proactively seeking to address all discrimination, recognising and removing any barriers our members may face to academic, personal and social opportunity. Inclusion is the idea that everyone has the opportunity to access and experience what we offer at LUU. Inclusion means feeling that you are a valued part of the LUU community and you are given the highest level of support so that you can achieve your best.

At LUU this means we will ask every member of our student and staff community to respect all others, know their own rights and recognise their own role and responsibilities to ensure this is possible.

Equality and inclusion create more productive, talented, wealthy, creative, evolving communities. We believe that supporting equality and inclusion is a critical part of the University experience, in which our members shape their world view and engage with the principles of citizenship and community. Only by living out our value of being inclusive can we truly achieve our vision, that 'Together, we'll make sure you love your time at Leeds'.

What does it apply to?

Equality and inclusion shall be manifest within all we do, including:

- Democracy, representation and campaigning
- Co-curricular opportunities
- Our facilities, events, products, communications and services

To underpin this, equality and inclusion will be maintained in our:

- Employment practices
- Governance
- Management and planning

How will we achieve it?

- We will empower through education (training and campaigning)
- Create a culture of respect and responsibility (behaviour and practices)
- Embed at every level (operations, planning and strategy)

Expectations

We are all responsible for ensuring that our commitment to equality and inclusion becomes a reality.

Students

- Your voice will be heard, listened to and respected
- You will have full access to our facilities, services, opportunities and democracy
- Respect all other students and staff members
- Act if something's not right; reporting, getting support or asking for training

Reps

- You will receive training and support so you have the confidence to fully represent your students
- Make yourself accessible to all you represent, seek out and value different opinions
- Attend training and draw on staff and the exec for support

Club and Society Committees

- Your society will be valued and respected as part of the LUU community
- Ensure no student is unfairly excluded from your society
- Attend training and work with staff and reps to ensure you are accessible

Student Exec

- Ensure the work of each officer responds to the needs of all students
- Be accountable publically and approachable by any student
- Challenge and support LUU in ensuring it is meeting the needs of all its members

Staff

- Attend training and ask for any information, support or resources you need
- Be approachable and go the extra mile to accommodate people
- Flag the issues you see and act on ideas to make things better
- Ensure all work practices are inclusive of all students and staff
- Report inappropriate behaviour to your line manager or The People Team
- Respect all colleagues

Managers

- Ensure your staff receive the training and support they need
- Ensure you receive the training and support you need
- Take steps to broaden your own cultural awareness

- Take action in regards to inappropriate behaviour.
- Celebrate good practice of others, being the communication link for ideas and issues between staff, students and the Senior Leadership Team.
- Listen and respond to issues, building ED and I activity into planning and operations
- Ensure the day to day delivery of the equality, diversity and inclusion policy
- Keep up to date on policy in this area
- Maintain a diverse team through recruitment and progression activities
- Use input from staff coalition groups as appropriate

Senior Management Group

- Ensure people have the resource and support they need
- Inspire managers and ensure ED&I activity is embedded at all levels
- Champion this policy
- Ensure LUU's commitment to ED&I is highly visible.
- Ensure the leadership of LUU have the right skills, understanding and resources to champion this policy

Trustees

- Ensure decisions and practices reflect our values
- Ensure the right leadership is in place
- Champion LUU's commitment to equality, diversity and inclusion is sustainable, embedding it within planning and decision making
- To challenge the organisation to do more in this area and constantly improve

How it will work in practice

It is the responsibility of the Board of Trustees to ensure this policy is enacted and regularly monitored. Relevant action plans will be created where appropriate to underpin this policy and ensure it is embedded; these will be maintained by the relevant members of staff and the Student Executive.

The policy and its implications for all staff and students will be communicated clearly on LUU's website and in all appropriate staff and student training.

How to raise a concern

LUU is committed to ensuring the principles of this policy are upheld, and that no student or staff member should face discrimination, harassment or victimisation. If you see or experience actions or behaviour clearly not in line with this policy:

Students can raise their concerns to a member of the Student Executive, make an informal or formal complaint.

Staff including Student Staff should inform their line manager or speak to a member of the People Team.

Monitoring and Review

The Equality and Diversity Officer and the Chief Executive will review this policy on an annual basis.

The Board of Trustees are responsible for ensuring this takes place, with the direct involvement of the Director of People and Quality and the Equality and Diversity Officer.

7.1 Disability

A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

People who have disabilities are covered by the equal opportunities policy which states that they will be treated fairly and not discriminated against. Disability will also be one of the factors which is included in equal opportunities monitoring.

Given the impact that having a disability can have on working life we feel it is important to explain the actions that will be taken by LUU in working with disabled people.

Disabled employees will be entitled to expect LUU to make reasonable adjustments to the workplace or to their working practices to ensure that they are able to carry out their duties. This may include provision of disabled access or changes to the way work is done that enables a disabled person to do the work. This applies equally to new employees or those who become disabled whilst working for LUU. In the latter case LUU will consider re- deployment to a more suitable position if it is not possible for the individual to continue in their previous job.

LUU will also:

- Seek expert help on this issue where necessary
- Ask candidates before interviews if they have any specific requirements and make necessary reasonable adjustments in advance.
- Only ask about a disability during an interview if it has a bearing on the person's

ability to perform the job

- Consider modifications to job qualification requirements if a person could not achieve a qualification due to disability but would otherwise perform the job well