

## TEDI-LONDON

### EQUALITY, DIVERSITY AND INCLUSION POLICY

<b>Summary</b>	This policy outlines TEDI-London's approach to Equality, Diversity & Inclusion, linking to both our values, associated behaviours and link to our ethical framework.		
<b>Policy Owner</b>	Chief People Officer		
<b>Policy Sponsor</b>	Chief People Officer		
<b>Policy applies to</b>	All departments of TEDI-London.		
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#### DOCUMENT CONTROL

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## **1. INTRODUCTION**

- 1.1. The nature of what we aim to deliver is necessarily underpinned by equality, diversity and inclusion. We want our student body to be 50/50 gender split, our students to be a mix of international/ global and UK students. We expect our staff to be equally as diverse.
- 1.2. We are disruptive in both our pedagogy and employment approach and as such it is vital for our success that we embrace different ideas, views and perspectives.
- 1.3. Guaranteeing academic freedom, engaging staff and students effectively and actively promoting inclusion are all elements of our overall strategy as a HE provider and are at the heart of who and what we are.

## **2. SCOPE**

- 2.1. This policy applies to all current and potential students and staff working with us on a voluntary or paid basis, including external examiners.
- 2.2. Consultants, visitors and contractors are expected to comply with our policy statement which will be included as part of the procurement and/or engagement process.
- 2.3. This policy does not form part of the contract of employment for employees and will be updated from time to time.
- 2.4. This policy should be read in conjunction with our Dignity at Work policy.

## **3. DUTIES AND RESPONSIBILITIES**

- 3.1. We recognise every member of our community has a responsibility to embrace equality, diversity and inclusion and to challenge where this appears not to be the case – regardless of role or function and to seek advice where appropriate.
- 3.2. The Executive have a specific responsibility to take account of issues of equality, diversity and inclusion when carrying out their role.
- 3.3. HR have a specific responsibility to highlight issues that are of potential concern as well as to ensure our People policies reflect current legislation and best

practice, provide ongoing learning and development and management information.

- 3.4. Managers and leaders have a responsibility to promote equality, diversity and inclusion when carrying out their roles.

#### **4. POLICY STATEMENT**

- 4.1. We are absolutely committed to providing equality of opportunity, valuing diversity and promoting a culture of inclusion.
- 4.2. Our values of collaborative, inclusive, inspiring, courageous and integrity reflect this commitment.
- 4.3. Our community – both staff and students will wherever possible reflect the diverse communities we serve and impact.
- 4.4. We aim to be a place where people feel comfortable being themselves.
- 4.5. Your talent and potential are a real asset and we will actively encourage you to develop yourself.
- 4.6. We will comply with the Equality Act 2010 and will not discriminate on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender/ sex or sexual orientation.
- 4.7. We will have due regard to :
- Eliminate discrimination, harassment, victimisation and any conduct that is prohibited by or under the Act
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
  - Foster good relations between persons who share a protected characteristic and persons who do not share it.
- 4.8. We will be proactive and consider issues of equality, diversity and inclusion when making decisions, developing and implementing policies.
- 4.9. We encourage open discussion and feedback with all members of our communities to ensure our approach remains current, effective and transparent.

- 4.10. We will consult and engage directly with our relevant communities to ensure we understand the impact of our decisions before we make them.
- 4.11. All staff and students are required to attend and engage with learning and development activities designed to promote understanding and awareness of equality, diversity, inclusion and to treat all members of our community with dignity and respect.
- 4.12. We will provide relevant training, development and learning opportunities both for staff and students to promote understanding and awareness of how to facilitate a truly diverse and inclusive environment in which to work and study.
- 4.13. We will make all reasonable efforts to ensure existing and potential staff and students are treated fairly and decisions are made purely on merit and reference to skills, abilities and achievement.
- 4.14. We will make reasonable adjustments for staff and students to enable them to overcome potential barriers to learn, study, work and socialise.
- 4.15. We will support individuals who raise issues of discrimination, harassment and bullying via our dignity at work and study policy and grievance procedure and complaints.
- 4.16. Learning, teaching and work material, tools and the environment – both external building and internal space will consider the impact on equality, diversity and inclusion at the point of development and design.
- 4.17. If a complaint is raised in good faith with regard to an issue of Equality diversity and inclusion including service provision, harassment, bullying or sexual misconduct the individuals will not be victimised on the basis of raising a complaint.
- 4.18. No party who is a witness in any procedure relating to equality, diversity or inclusion will be subject to victimisation or retaliation whatever form that may take.

## **5. RECRUITMENT AND SELECTION**

- 5.1. Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 5.2. Shortlisting will be done by more than one person. Our recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 5.3. Vacancies will normally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 5.4. We take steps to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our organisation.
- 5.5. Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants shall not be asked whether they are pregnant or planning to have children.
- 5.6. Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the Human Resources Department. For example:
- 5.7. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- 5.8. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- 5.9. Positive action to recruit disabled persons.
- 5.10. Equal opportunities monitoring (which will not form part of the selection or decision-making process).

- 5.11. Where necessary, job offers can be made conditional on a satisfactory medical check.
- 5.12. We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality.
- 5.13. All prospective employees, regardless of nationality, will be asked to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from HR or online from UK Visas and Immigration
- 5.14. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision related to their employment.
- 5.15. The information will be kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

## **6. TRAINING AND PROMOTION**

- 6.1. Training needs will be identified through regular one to ones with your line manager. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.
- 6.2. Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1. We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

- 7.2. We will also ensure that disciplinary procedures are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **8. DISABILITIES**

- 8.1. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 8.2. If you experience difficulties at work because of your disability, you may wish to contact your line manager in the first instance to discuss any reasonable adjustments that would help overcome or minimise the difficulty.
- 8.3. We will consult with you and may wish to consult with your medical adviser or access our Occupational Health Services or other specialist organisations to assist us in making the required reasonable adjustments.
- 8.4. We will therefore consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.
- 8.5. We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## **9. PART-TIME AND FIXED-TERM WORK**

- 9.1. Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **10. BREACHES OF THIS POLICY**

- 10.1. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 10.2. If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure and Dignity at Work policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.



- 10.3. There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

## **11. MONITORING AND REVIEW**

- 11.1. We will collect, monitor and analyse diversity data; including information about protected characteristics, as well as promotion, pay data and student application, progress and access to services, to ensure both our education provision and employment are as transparent as we can reasonably expect them to be, as well identify opportunities to improve our approach or highlight potential adverse impacts and explore possible solutions to mitigate these.
- 11.2. We will collate an annual report on available diversity and inclusion management information highlighting key areas for focus and development.
- 11.3. Our annual report will be shared with the board and members of our community as well as published on our website.
- 11.4. We are aware that being a new organisation (incorporated in May 2019) the information available for monitoring may be limited initially but this will develop over time.

## **APPENDIX**

### **Prohibited under the Equality Act 2010**

#### **What behaviour is unlawful?**

Under the Act people are not allowed to discriminate, harass or victimise another person because they have any of the protected characteristics. There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic.

Discrimination means treating one person worse than another because of a protected characteristic (known as direct discrimination) or

Putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination).

Harassment includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.

Victimisation is treating someone unfavourably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so

#### **Types of Prohibited Conduct**

- Discrimination
- Harassment, including Sexual or Gender-Based Harassment
- Sexual Assault or Sexual Violence
- Sexual Exploitation
- Interpersonal Violence
- Stalking
- Complicity
- Retaliation

#### **Protected characteristics under the act**

- Age
- Disability
- Sex
- Gender reassignment
- Race
- Religion/ belief
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and maternity