

THE ENGINEERING & DESIGN INSTITUTE LONDON

EQUITY, DIVERSITY AND INCLUSION POLICY

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| Summary | This policy outlines TEDI-London's approach to Equity, Diversity & Inclusion, linking to both our values, associated behaviours and link to our ethical framework. | | |
| Policy Owner | People Partner | | |
| Policy Sponsor | Chief Operating Officer | | |
| Policy applies to | All departments of TEDI-London. | | |
| Equality impact assessment completed | 25/02/2020 | | |
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| Approved by | SLT | Approval date | August 2023 |
| Date of implementation | March 2020 | Date of next formal review | March 2027 |

DOCUMENT CONTROL

| Date | Version | Action | Amendments |
|-------------|----------------|----------------|---|
| 07/11/2019 | 1 | Policy created | n/a |
| 06/03/2024 | 2 | Policy updated | Titles updated as required and policy statement updated |
| | | | |

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1. INTRODUCTION

- 1.1. Our mission is rooted in equity, diversity, and inclusion, shaping everything we deliver. We strive for a balanced 50/50 gender split among students, blending international 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. The policy is applicable to all employees (which includes for the purposes of this policy and for ease of reference, consultants, contractors, volunteers, casual workers, apprentices, and agency workers), all students (including but not limited to undergraduates, postgraduates and placement students), and applicants/offer holders to work or study at TEDI-London. The principles of non-discrimination and equality of opportunity also apply to the way employees and students should treat each other, any visitor, contractors, service providers, suppliers and any other persons associated with the functions of TEDI-London. This includes in-person, online and electronic interactions.
- 2.2. For simple ease of reference, in this policy, we refer to all categories of staff listed in section 2.1 as "Employees" including those categories of staff who are not considered to be employees as a matter of law.
- 2.3. This policy does not form part of the contract of employment for employees and will be updated from time to time.

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 Strategic Leadership Team (SLT) 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, and 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 dedication is mirrored in our values of collaboration, inclusivity, inspiration, courage, and integrity.
- 4.3. Our community – both staff and students will wherever possible reflect the diverse communities we serve and impact. We aim to be a place where people feel comfortable being themselves.
- 4.4. Your talent and potential are a real asset and we will actively encourage you to develop yourself.
- 4.5. We will comply with the Equality Act 2010 and will not discriminate on the basis of (their protected characteristic):
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race - (includes race, colour, nationality (including citizenship), ethnic or national origins)
 - religion or belief including philosophical belief and a lack of belief
 - sex
 - sexual orientation

- 4.6. 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.
- 4.7. We will be proactive and consider issues of equality, diversity and inclusion when making decisions and developing and implementing policies.
- 4.8. We encourage open discussion and feedback with all members of our communities to ensure our approach remains current, effective and transparent.
- 4.9. Our approach involves:
- assessing the impact on equality of our policies, procedures, and practices by completing Equality Impact Assessments.
 - having an effective data monitoring and analysis process.
 - involving employees and students in our EDI Working Group.
 - promoting equality, diversity and inclusion through internal and external communications.
 - ensuring that all managers and employees take part in all equality training and that those who are involved in any part of our recruitment and selection processes undertake mandatory recruitment training.
 - ensuring employees and student support services are, as far as reasonably possible, accessible to all groups.
 - We will appoint, train, develop, reward and promote on the basis of merit and ability.
 - Ensuring that employees, students, and their representatives are provided with and know how to contact, appropriate forums at different levels within the organisation, to discuss equality, diversity and inclusion issues and raise any concerns.
 - ensuring that all sections of our community have access to our Report and Support platform to report any forms of bullying, harassment, or discrimination.
 - ensuring that all contractors and service providers operating on behalf of TEDI-London are aware of this policy and are expected to adhere to it.
 - complying with its legal obligations.

- 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 People team. For example:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - Positive action to recruit disabled persons.
 - Equal opportunities monitoring (which will not form part of the selection or decision-making process).

- 5.7. Where necessary, job offers can be made conditional on a satisfactory occupational health check.
- 5.8. 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.
- 5.9. 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
- 5.10. 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.
- 5.11. 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, 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.

| Information used for analysis | | | | | | |
|--|-----------------------------------|-------------------------------------|-----------------------------|---------------------|--|--|
| The policy itself, best practice, ACAS guidelines, XpertHR, appropriate legislation, consultation with the Policy Working Group, Executive and People team. | | | | | | |
| | Could particularly benefit | Neutral | May adversely impact | Explanations | Is action possible or required? | Details of actions or explanations if actions are not possible Please note details of any actions to be placed in your policy |
| Race | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Sex | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Gender reassignment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Age | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Sexual orientation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Religion or belief | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Pregnancy & maternity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Marriage & civil partnership | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Human Rights | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Socio Economic | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Multiple/ Cross Cutting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | N | |
| Outcome(s) of customer analysis | | | | | | |
| a) Will the policy/ procedure impact TEDI-London employees and/ or identified groups above; negative <input type="checkbox"/> neutral <input checked="" type="checkbox"/> positive <input type="checkbox"/> No major change needed <input checked="" type="checkbox"/> Adjust the policy <input type="checkbox"/> Adverse impact but continue <input type="checkbox"/> Stop and remove / reconsider policy <input type="checkbox"/> Completed by Jaz Crocker, People Partner, 15/08/2022 Assessed by COO, 1 December 2023 | | | | | | |

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