



Equality Scheme

HR&OD

1. Introduction

Cranfield University is committed to promoting a harmonious working and learning environment where everyone is treated with respect and dignity, recognising that the contributions of all its people will be most effective in conditions which are inclusive. These conditions are likely to flourish in an environment that respects the rights of individuals and where equality principles are embedded in all its operations.

Cranfield also aims to enhance its position as a University and employer of choice, promoting an inclusive learning, teaching and working environment for its staff and students, whatever their background. It has developed a range of policies, procedures and codes of practice designed to support these aims.

The Equality Scheme for staff and students forms an integral part of Cranfield's wider diversity agenda, replacing its Race Equality Scheme, Disability Equality Scheme, and Gender Equality Scheme. The aims of this scheme are to:

- celebrate and help create a culture in which all job applicants, employees, students and stakeholders (ie others that we engage with in the course of our business) are afforded equality and respect
- promote equal opportunities in the delivery of our services and in our employment practices
- demonstrate how our commitment to promote equality and diversity is linked to the University's strategic plan
- ensure Cranfield meets its statutory obligations under equality legislations

2. Legislative requirements

Cranfield acknowledges diversity and all that it does, and is also mindful of its legal responsibilities outlined below:

Under the '**General Duty**' the University will have due regard to the need to:

- Eliminate unlawful discrimination/harassment and victimisation
- Promote equality of opportunity between people who share a protected characteristic and those who do not share it, namely:
 - age
 - disability
 - gender reassignment
 - pregnancy and maternity
 - race

- religion or belief
- sex
- sexual orientation
- marriage and civil partnership
- foster good relations between people who share a protected characteristic and those who do not.

Additionally, the University will meet a ‘**Specific Duty**’, which is to focus on equality outcomes, take proportionate action, and to **record**:

- details of any consultation and engagement with staff and, students from the protected groups
- analysis of equalities information related to its workforce and its service provision
- the effect of its policies, practices and procedures on staff, students and stakeholders from the protected groups
- how it will seek to achieve one or more equality objectives, and meet the aims of the General Duty, to be expressed in ways that are relevant, specific and measurable starting from April 2012.

The University will review its equality objectives every four years from April 2012.

3. Consultation

The Diversity Committee, chaired by the Deputy Vice Chancellor has remit for promoting and supporting measures to embed equality and diversity across the University as well as evaluating progress against its goals. In addition, it ensures compliance with the Equality Act 2010 through the University’s Diversity Code of Practice and related policies and procedures. This Equality Scheme has been developed in consultation with the Committee and endorsed by the University Executive and Council. The University will continue to consult with its people to develop this Equality Scheme.

4. Link to our strategic plan

The Scheme is designed to help us:

- attract high quality staff to maintain our world-class reputation
- achieve a more representative workforce, to maximise the benefits of a diverse workforce
- avoid losing or undervaluing high quality staff or students at whatever level
- improve staff and student morale and productivity
- ensure we listen to the views and accommodate the need of staff, students and stakeholders wherever possible
- review policies and practise to ensure there is no adverse impact on different groups

5. Our objectives

We will promote equality across all areas of our activity with our people including:

5.1 Staff and Student Applications, Selection and Admissions/Appointments processes

The University promotes equality for all staff and student applicants irrespective of their protected characteristics by:

- ensuring all selection decisions are based on the applicant’s ability to satisfy the job or course specifications in accordance with Cranfield’s Equal Opportunities Statement, with

information relating to protected characteristics not being available to those responsible for selection. The interview panel chair or University Diversity Manager/School Learning Support Officer (in the case of students) is notified of reasonable adjustments required by any interviewee with a disability if this is disclosed before the interview.

- providing equality of access and provision for all suitably qualified applicants, wherever possible
- ensuring managers, academic and support staff are suitably developed in diversity and equality matters
- ensuring policies and practices support the elimination of discrimination
- ensuring fairness of selection criteria for work and study
- monitoring and analysing data and taking appropriate action where necessary.

5.2 Learning and Teaching Environment

In relation to their responsibilities to students, all staff will:

- be made aware of their responsibilities within the equality legislation so that they do not discriminate against anyone because of a protected characteristic
- receive appropriate development to be organised by the Head of Learning and Development
- seek appropriate support for students with learning difficulties or other special requirements, to ensure they do not experience any barriers to learning
- be expected to ensure that their curriculum and teaching materials are inclusive and promote equality of opportunity and celebrate, where appropriate, cultural diversity
- be expected to role model inclusivity to other staff and students

Students are provided with advice on general behaviour and conduct as part of their induction material. This includes drawing their attention to the University's Dignity at Study Policy.

A wide variety of teaching methods are employed within the University and, where appropriate, steps are taken to ensure that these take account of students' different learning styles, linguistic needs and other learning support needs. Academic staff will ensure that case studies and other teaching materials reflect the diversity of both the demands of industry and of the backgrounds of the students on the course.

The primary requirement for the award of a degree or other academic distinction of the University is that the student must satisfy the examiners as to his or her suitability for the degree or distinction concerned. The criteria for assessment for each course are included in course documentation issued to students at the start of the course or programme of study, summaries of which are made publicly available on the University's website. Adjustments will be made for students who require it e.g. those for whom English is not their first language are permitted to take dictionaries into the examinations, students with learning difficulties are able to have extra time for examinations (as long as they have a valid assessment of their learning difficulty).

Individual departments are responsible for ensuring that all industrial and commercial work/project placement providers receive a copy of the University Diversity Statement to ensure they are aware of general expectations and standards. Individual supervisors are responsible as far as possible for ensuring that recruitment to the work/project placements is fair and they will provide students with appropriate support both before and during their placement. They will be in regular contact with the work/project placement provider to monitor students' progress.

5.3 Collection of Data – Staff and Students

A range of available information on staff and students with reference to protected characteristics will be collected, analysed and published in an annual diversity report, and will be presented to the senior management team. Where such analysis might suggest apparent inconsistency of treatment, the University Diversity Manager will consider the reasons for this and formulate solutions to counter it. These will be for the consideration of the Diversity Committee.

Where we do not hold information about staff or students with some of the protected characteristics, we will work towards creating a culture of trust in which this can be collected. We will strive to engage with staff and students from these groups, to help us identify any issues of concern.

5.4 Staff and Student Welfare

Cranfield has developed Codes of Practice about behaviour at work and study for staff and students, as part of a campaign to increase awareness and to promote zero tolerance of harassment and bullying.

All formal complaints of harassment and bullying are monitored. A team of trained staff act as Dignity at Work and Study Advisors, to advise and assist staff and students.

Staff and students are advised through a number of channels that the University represents a body of people with different cultures and backgrounds. They are reminded to treat with respect and dignity the different cultures, ethnicity, religion, gender, gender status, disability, sexual orientation, marriage/civil partnership status and age of other students and staff within the University and not to engage in any behaviour which could be construed by others as offensive, intimidating or hostile.

Cranfield ensures that each student is allocated as registration an individual member of staff who is to act as the main point of contact between the student and the University, particularly in relation to any personal difficulties which may arise. Their role is to advise students on both personal and professional problems which might arise, to listen, advise, and to serve as an advocate. They are supported as necessary by other service departments across the University. These measures are also supported by Student's Association, community and counselling services. In addition to this, each School has Learning Support Officers in place to support and advise disabled students and academic staff on how to best support these students.

At induction all staff members are issued with information relating to Cranfield's Employee Assistance Programme, which provides an external independent telephone and personal counselling service. Line managers and members of the HR and Development Group are also available to support staff through any personal difficulties.

The University Diversity Manager is also available to provide support and guidance to staff and students on all aspects of diversity and dignity at work or study.

5.5 Staff Learning & Development

All staff will have access to promotion and career development opportunities, which now forms part of the annual staff Personal Development Review process conducted by line managers

All University Learning and Development programmes and workshops will ensure that equality of opportunity is promoted and that staff and stakeholders are made aware of the requirement to adhere to both legislation and the Equality Scheme. This is done by mandatory induction activities containing a module on Dignity at Work, as well as completing online training on equality and diversity. All external facilitators will be informed of and be expected to comply with the requirements of the Equality Scheme.

5.6 Staff and Student Conduct and Performance

University Laws relating to the conduct and discipline of students and staff will be fairly applied. Breaches of the University's policy on equality and diversity will be dealt with under the appropriate Laws relating to either students or staff.

The Registrar and the Director of HR and Development or members of their staff will undertake an annual review of any matters addressed under those Laws to ensure equity of action and application of regulations. Where such monitoring may suggest discriminatory bias, appropriate consultation will take place and remedial action instigated.

5.7 The Campus Environment

The University Diversity Manager liaises with representatives from across schools and services, including Estates Services, to promote equality by:

- ensuring reasonable action is taken to remove barriers to accessibility, particularly in relation to access to services, information and buildings
- making the environment as safe as practicable
- supporting students and staff according to their individual needs
- enabling students and staff to actively participate, and involve them in the changes and improvements we make
- consulting them and providing feedback on issues affecting them directly

5.8 Staff and Student Satisfaction

Cranfield undertakes an annual survey of all exiting students and a biennial Wellbeing Survey of its staff to gather feedback on their experience of study/working at the University. As part of that survey (which is completed anonymously), information on ethnicity, disability, religion and sexual orientation will be requested to allow the general satisfaction and feedback in relation to those protected characteristics to be monitored. Where such monitoring may suggest discriminatory bias, appropriate consultation will take place and remedial action instigated.

5.9 Other Diversity Related Policies

Cranfield has a wide range of diversity related policies and practices in place for staff and students to ensure they are able to work and study in a way that suits their individual needs without experiencing unnecessary barriers.

These policies include:

- Adoption leave policy
- Dependant leave policy
- Flexible working policy
- Gender reassignment policy
- IVF policy

- Maternity leave policy (which includes detailed guidance for staff how the University will support them)
- Parental leave policy
- Paternity leave policy
- Retirement policy
- Single pay framework to promote equal pay
- Stress prevention policy
- Student dyslexia policy
- Student mental health policy & implementation procedures

6. Consultation and impact assessment

Consultation and impact assessment on the University's policies and practices has been carried out on the basis of all protected characteristics.

Recommendations have been implemented to ensure all policies are non-discriminatory and will be reviewed on an on-going basis.

7. Policy review

The Diversity Committee monitors the effectiveness of the Equality Scheme on an annual basis. The Diversity Management Team meets on a quarterly basis to evaluate the progress of policies and to review and update them where necessary to ensure that they adhere to legislation and good practice.

8. Annual report

A summary of the progress in working towards equality is published in the Diversity Annual Report on the University intranet.

9. Sources of advice and support

The following members of staff can be approached for support, advice or assistance:

- University Diversity Manager
- HR Manager
- Staff representatives, including trade union representatives
- Dignity at Work/Study Advisers
- School Learning Support Officers

10. The wider community

The University will ensure that any contractual or other service provision arrangements made on behalf of the institution with external stakeholders will comply with the General and Specific duties of the Equality Act 2010. As ambassadors of the University, staff and students will be expected to adhere to these arrangements.

The University will develop relationships with appropriate groups and agencies within the local community to promote a culture of equality of opportunity and to promote good relations between staff and students from different groups.

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