

Equality, Diversity and Inclusion Policy



Policy owner:	Equality, Diversity and Inclusion Group	Approval date and body	UMT 17 April 2018
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1.0 Purpose

Our University community is made up of a wide range of people with diverse backgrounds and circumstances, which we value and regard as a great asset. As part of our continued commitment to equality, diversity and inclusion, we strive to create an environment in which all members of our community should expect to be able to thrive, be respected and have a real opportunity to participate in and contribute to University activities so that they can achieve their fullest potential.

Having a commitment to equality, diversity and inclusion, supported by the University strategy, brings many benefits including: attracting, retaining and developing students and employees leading to better performance, a sense of commitment, engagement and wellbeing, and the achievement of excellence. To ensure that each person feels part of our community, the University has six underpinning values driving our culture: Excellence; Integrity; Collegiality; Engagement; Diversity; and Creativity.

The University is seeking to lead on defining Equality, Diversity and Inclusion challenges and identifying priorities and mechanisms to address these.

2.0 Definitions

Equality is ensuring individuals or groups of individuals are not treated less favourably, on the basis of the ten University grounds (see definitions below). Equality seeks to advance equality of opportunity in access to employment or a programme of study, training, development, career opportunities etc without any direct or indirect discrimination, or conscious or unconscious biases.

Equity is concerned with promoting fairness so that everyone starts from the same place. This may include positive measures in order to achieve greater equality of outcome.

Diversity means more than just acknowledging and/or tolerating difference. Diversity involves understanding, appreciating and embracing differences and practicing mutual respect for qualities and experiences that are different from the majority.

Inclusion is a sense of belonging; feeling respected and valued; feeling a level of support and commitment from others so that one can achieve their best at work and study.

¹Ten University Equality Grounds:

- **Gender (including gender identity):** a person's gender identity including male, female, transgender or non-binary
- **Civil status:** a person's civil status be it single, married, separated, divorced, widowed, civil partnered and formerly civil partnered
- **Family status:** being a parent of a person under 18 years or the resident primary carer or parent of a person with a disability
- **Socio-economic-status:** a combined economic and sociological measure economic and social position in relation to others, based on the income, education, and occupation of an individual and their family.
- **Sexual orientation:** a person's sexual orientation including gay, lesbian, bisexual and heterosexual
- **Religion:** a person's religious belief, background, outlook or none
- **Age:** a person's age, this does not apply to a person aged under 16
- **Disability:** includes people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
- **Race:** includes race, skin colour, nationality or ethnic origin
- **Membership of the Traveller community:** recognised as an ethnic group

EDI mainstreaming: ensures that Equality, Diversity and Inclusion is embedded and mainstreamed into every aspect of University life which includes assessing the impact of our policies, procedures, practices and communications on equality, diversity and inclusion and how these promote EDI.

Universal Design: ensures that access and widening participation are promoted, supported and the responsibility of all. Fundamental to this approach is the belief that equality of access incorporates both entry to UCD and access to an inclusive learning and work environment, designed for the whole UCD community.

Recognition: underpins Equality, Diversity and Inclusion through a recognition culture in the University where all students and employees feel acknowledged and valued for their contributions to the University and supported in their academic, career and personal development.

EDI Awareness Raising and Consultation:

- ensuring that all employees and students undergo appropriate equality training for their role and that everyone in the University community is aware of their personal responsibility to support and promote EDI;
- ensure that employees, students and their unions' representatives are provided with appropriate forums e.g. the University Equality and Diversity and Inclusion Group and Employee and Student Networks, to discuss equality and diversity issues, raise any concerns and to involve the community in the development and delivery of our equality objectives;

¹ 9 equality grounds (excluding socio-economic status) are defined in the Employment Equality Acts. Socio economic status is enshrined in the Constitution and in the Universities Acts

- ensure that the EDI Policy and EDI Strategy and Action Plan is communicated University-wide through a variety of channels, and are embedded into all aspects of University life. A detailed implementation plan will accompany this policy.

EDI data monitoring: have an effective data monitoring and analysis process that supports this policy.

Legislative compliance: ensuring that the University will apply this policy in compliance with and in the spirit of the relevant legislation.

Unconscious Bias refers to one's background, personal experiences, societal stereotypes and cultural context which can have an impact on decisions and actions without one realising. Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations unconsciously using those biases.

3.0 Principles

Mission

UCD believes in equality, diversity and inclusion and embeds these fairness principles into all aspects of University life. UCD's mottos, "Ad Astra" and "Cothrom Feinne" reflecting both excellence and fairness, reminds our community that fair play is integral to our mission and informs our policy development, behaviours and decision-making so that the UCD community embraces equality, diversity and inclusion.

Vision

UCD's vision for EDI is to be a leader and role model in equality and diversity in the higher education sector nationally and internationally, and for EDI to be at the heart of all we do. In order to achieve our vision, we will continue to take active steps around the following principles:

- Equality of opportunity
- Equity
- EDI mainstreaming
- Universal Design Access
- Recognition
- EDI Awareness Raising and Consultation
- EDI data monitoring
- Legislative compliance

4.0 Scope

This Policy applies to all members of our University community, including:

- UCD employees and those staff from other institutions on placement at, or visiting, the University.
- All students, including visiting and placement students.
- Visitors, including external persons or agencies using the University's premises, facilities or services. This also includes volunteers, those with honorary contracts or 'visitor' status, for example, Visiting Professors.

- Individuals working or acting on the University's behalf, including suppliers of goods and services.
- All applicants for work and study.

This policy applies (but is not limited) to recruitment and selection of students and employees, assessments, scholarships and awards, training and development, opportunities for promotion, conditions of service, benefits and pay, conduct at work and the staff grievance and disciplinary procedures.

5.0 Role and Responsibilities

All members of our University Community have a role under the Equality, Diversity and Inclusion Policy, in that they are responsible for their own behaviour but also responsible for ensuring that they carry out their role in line with this policy. Individuals therefore are:

- Responsible for making themselves aware of the University Equality, Diversity and Inclusion Policy.
- Expected to participate in training which supports the implementation of the University's Equality, Diversity and Inclusion Policy, as appropriate.
- Responsible for their behaviour and expected to treat others with dignity and respect and to challenge inappropriate behaviour or discrimination.
- Responsible for ensuring that their programmes of work, teaching content and resources should demonstrate sensitivity to equality and diversity issues. Compliance with the EDI Policy – non-compliance may result in complaints under the Dignity and Respect policy or other relevant policies and potential disciplinary action.

The University Management Team will ensure that:

- They take a leadership role in all University equality, diversity and inclusion related matters.
- They promote the Equality, Diversity and Inclusion policy.
- There is strong leadership on equality, diversity and inclusion at all levels of the University.
- That, in line with the Public Sector Duty, equality is promoted, discrimination prevented and the human rights of everyone affected by our policies and plans are protected.
- Publicity and other material reflects the diversity of the University's community.
- Employees, students and visitors are treated fairly across the 10 grounds. The University will take prompt action over alleged discrimination or harassment.
- All employees will receive training on equality and diversity related matters.
- External contractors are made aware of their responsibility in relation to equality and diversity and will be required to comply with University policies and regulations.
- Public events are held, wherever possible, in accessible locations.

Heads of School/Unit/those with People Management Responsibilities have a responsibility to:

- Set a good example by treating all members of the University community with dignity and respect.
- Manage unacceptable behaviour in accordance with relevant policies.
- Increase awareness of EDI and promote a positive working, research, teaching, learning and social environment.

- Ensure that due consideration is given to equality and diversity within their areas of responsibility e.g. policy development and decision making.
- Participate in training which supports the implementation of the University's Equality, Diversity and Inclusion Policy, as appropriate and to ensure that those in their area do likewise.
- In line with the Public Sector Duty, promote equality, prevent discrimination and protect the human rights of everyone affected by their policies, actions and plans.
- Implement EDI policies and report on their implementation.

The UMT Equality, Diversity and Inclusion Group is responsible for:

- Leading on equality, diversity and inclusion related initiatives.
- Making recommendations to the University Management Team on all matters relating to Equality, Diversity and Inclusion.
- Ensuring the promotion, communication, and mainstreaming of equality, diversity and inclusion throughout UCD and that appropriate and effective training is provided at governance, management, faculty, staff, and student levels.
- Promoting measures and activities that enhance our sense of wellbeing and physical health.
- Submitting an annual report to UMT on the progress of the work of the Group.

The Equality, Diversity and Inclusion Unit is responsible for:

- Considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key University policies.
- Supporting the implementation of the University's Equality, Diversity and Inclusion strategy;
- Data monitoring, analysis and policy development.
- Designing and delivering equality and diversity related training and awareness raising campaigns.
- Providing advice, support and guidance on equality, diversity and inclusion related issues.
- Supporting and promoting the implementation of the Equality, Impact Assessment tool.
- Mainstreaming equality, diversity and inclusion throughout all aspects of our university's work and study environment including our policies, procedures, key decision making etc.
- Supporting the work of the UMT Equality, Diversity and Inclusion Group.

There are many other key areas/roles in the University that have specific responsibilities towards ensuring that students are treated fairly, are respected and have access to the supports they may require. These include:

Access and Lifelong Learning is the 'bridge to inclusion' offering connections, engagement and building relationships between communities that are 'distant' from higher education, and the University community. This is given expression primarily by:

- Developing and implementing a suite of responses to widen access and ensure participation by diverse student cohorts, including students with disabilities, mature students, part-time learners, and students from communities experiencing disadvantage
- Supporting and enabling the University to integrate and embed the principle of equity of access throughout the institution.

Widening Participation Committee has a student focus, and its role is to influence, advocate and oversee the progress towards meeting the university's strategic vision and objectives to diversify the student profile to reflect that of general population.

Registrar oversees the academic life of a student from undergraduate through to graduate studies.

Dean of Students – this role has responsibility for the student experience in UCD and is committed to the continued enhancement of UCD's programmes and educational environment so that every student may be fully supported in reaching their potential.

Governing Boards reviews, approves and monitors the design, delivery, assessment, widening participation and quality of the educational programmes within its remit and provides University level oversight for all programmes governed by the Undergraduate Programme Boards, College Graduate Schools, Programme Board, Graduate Programme Boards and Boards of Studies established by the University.

Student Advisers are a point of contact, support and referral for all UCD students throughout their studies. Every academic programme in UCD has a dedicated Student Adviser who offers students time and space to explore issues of concern to them.

Student Union: is a point of contact and has dedicated student union officers in a number of areas and a source of support for students.

6.0 Related Documents

Legislation

There are different legislative measures in place that protect people from discrimination. The University will apply this policy in compliance with and in the spirit of the relevant legislation.

The Employment Equality Acts 1998–2015 outlaw discrimination in a wide range of employment and employment-related areas. These include recruitment and promotion; equal pay; working conditions; training or experience; dismissal and harassment including sexual harassment. The main type of unlawful discrimination involves the treatment of a person in a less favourable way than another person is, has been, or would be treated in a comparable situation on any of the nine grounds.

The Equal Status Acts 2000-2015, prohibit discrimination in the provision of goods and services, the provision of accommodation and access to education, on any of the nine grounds. The Acts outlaw discrimination in all services that are generally available to the public whether provided by the state or the private sector.

The Disability Act 2005 places a statutory obligation on public service providers to support access to services and facilities for people with disabilities.

The Gender Recognition Act 2015 provides a process enabling trans people to achieve full legal recognition of their true gender and allows for the acquisition of a new birth certificate that reflects this change. The Gender Recognition Act will allow all individuals over the age of 18 to self-declare their own gender identity.

The Public Sector Duty introduced under the Irish Human Rights and Equality Commission Act 2015 places a duty on public sector bodies to have due regard to the need to eliminate discrimination, promote equality of opportunity in the treatment of its employees and the persons to whom it provides services, and protect the human rights of its members, employees and the persons to whom it provides services. In the case of the University, this would include all members of our Community.

Policies

There are a number of policies in place in our University that support the vision of the Equality, Diversity and Inclusion policy and also manage instances where this policy is contravened. These policies include, but are not limited to, the following:

- Dignity and Respect Policy
- Gender Identity Policy and Guidelines
- UCD Student Code
- Student Complaints Policy
- Code of Practice for Employment of Staff with Disabilities
- Code of Practice for Conflict Resolution for Supervisors and Graduate Research Students
- Grievance Procedure
- Disciplinary Procedure
- UCD Assessment Code of Practice
- UCD Student Mental Health and Wellbeing policy
- Universal Design [Need confirmation of name of this policy/project]
- Healthy UCD

Supports

Where employees or students perceive that they have been unfairly treated in respect of one of the ten University grounds, or the conduct of an individual is in contravention of this policy, the following supports are available.

Employees:

- Support and information from the line manager;
- Confidential advice and guidance about EDI provision at UCD through the [Equality, Diversity and Inclusion Unit](#);
- Advice on all aspects of employment through [UCD Human Resources](#);
- Confidential Counselling Service through the [Employee Assistance Programme](#);

- Information and support through the [Dignity and Respect Colleagues](#).

Students:

- Confidential Counselling Service through the [Student Counselling Service](#);
- Information and Support through the:
 - [Student Advisers](#)
 - [Students Union Welfare Officer](#);
 - Programme Offices
 - Module Co-ordinators for information and support
- [Access and Lifelong Learning](#) for support for students from under-represented backgrounds;

Other Resources

UCD Equality, Diversity and Inclusion Unit - www.equality@ucd.ie

Irish Human Rights and Equality Commission (IHREC) – www.ihrec.ie

Transgender Equality Network Ireland (TENI) – www.teni.ie

National Disability Authority (NDA) – www.nda.ie