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### Equality, Diversity and Inclusion related acronyms and abbreviations

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<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AHSSBL</td>
<td>Arts, Humanities, Social Sciences, Business and Law</td>
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<tr>
<td>ACAS</td>
<td>Advisory, Conciliation and Arbitration Service</td>
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<tr>
<td>Athena</td>
<td>Athena SWAN Gender Equality Charter Mark</td>
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<tr>
<td>B&amp;H or H&amp;B</td>
<td>Bullying and Harassment</td>
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<td>BME</td>
<td>Black Minority Ethnic</td>
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<tr>
<td>D&amp;I</td>
<td>Diversity and Inclusion</td>
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<td>E&amp;D</td>
<td>Equality and Diversity</td>
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<td>ECU</td>
<td>Equality Challenge Unit</td>
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<td>EDC</td>
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<td>EIA</td>
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<td>HEEON</td>
<td>Higher Education Equal Opportunities Network</td>
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<td>HEI</td>
<td>Higher Education Institution</td>
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<td>HERAG</td>
<td>Higher Education Race Action Group</td>
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<tr>
<td>LGBT</td>
<td>Lesbian, Gay, Bisexual and Trans</td>
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<tr>
<td>LGBTUA</td>
<td>Lesbian, Gay, Bisexual, Trans, Undefined and Asexual</td>
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<td>OH</td>
<td>Occupational Health</td>
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<td>P/C</td>
<td>Protected Characteristics</td>
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<td>RECM</td>
<td>Race Equality Charter Mark</td>
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<td>STEM</td>
<td>Science, Technology, Engineering and Maths</td>
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1. **What is Diversity and Inclusion?**

**Inclusion**

Inclusion is ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, regardless of race, gender, disability, religion or belief, sexual orientation and age or any other protected characteristic.

Promoting Inclusion should remove discrimination in all of the aforementioned areas. Bullying, harassment or victimization are considered as diversity and inclusion issues.

**Diversity**

Diversity aims to recognise, respect and value people’s differences to contribute and realise their full potential by promoting an inclusive culture for all staff and students.

**How can we promote Diversity, Inclusion and Respect?**

At Warwick we understand the importance of freedom for all to live in accordance with their own values, exercise their own choices, express their own views, challenge and discuss issues, and as a community we are committed to doing so in a respectful manner.

We can all promote diversity, inclusion and respect by:

- treating all staff and students fairly and as individuals
- treating all staff and students with respect
- creating an inclusive culture for all staff and students
- enabling all staff and students to develop to their full potential
- equipping staff and students with the skills to challenge inequality and discrimination in their work/study environment
- making certain that any learning materials do not discriminate against any individuals or groups
- ensuring policies, procedures and processes do not discriminate
- valuing the differences of individuals

**Respect** - take time to consider others, don’t make assumptions, take the time to smile, say hello – remember, kindness has a ripple effect.

**Encourage Equality** - ensure there are equal opportunities and fairness for colleagues.

**Minimise the risk of discrimination** against individuals because of protected characteristics (see below).

**Promote diversity** – recognise and value people’s differences, for example - gender, race, age, religion etc.
Manage fairly – recognise the needs of your colleagues, look at working patterns, flexibility, review where possible when meetings are held to avoid exclusion of others that work part time, for example ‘are meetings held within core hours?’

2. **The Equality Act 2010**

The Equality Act (statutory duties) became law in October 2010. The Act replaces previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. Under the Equality Act 2010, public bodies are required to meet specific duties under the Public Sector Equality Duty - ‘general duty’, which states that HEIs will need to have ‘due regard’ to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who do and do not share a protected characteristic
- foster good relations between people who share a protected characteristic and those who do not share a protected characteristic.

Equality legislation across the UK protects staff and students - The nine Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Sex
- Sexual Orientation
- Religion and belief

**Definitions of the Protected Characteristics:**

**Age**
The Equality Act 2010 makes it unlawful to discriminate against employees, job seekers and trainees because of their age. For example, this may include because they are ‘younger’ or ‘older’ than a relevant or comparable employee.

**Disability**
Under the Equality Act 2010, a person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

'Substantial' is defined by the Act as 'more than minor or trivial'.

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An impairment is considered to have a long-term effect if:

- it has lasted for at least 12 months
- it is likely to last for at least 12 months, or
- it is likely to last for the rest of the life of the person

Whether a person is disabled is generally determined by the effect the physical or mental impairment has on their ability to carry out normal day-to-day activities (the exception to this is people with severe disfigurement). Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.

People who have had a disability in the past are also protected against discrimination, harassment and victimisation. This may be particularly relevant for people with fluctuating and/or reoccurring impairments.

**Remember not all disabilities are visible.**

**Discrimination arising from disability**

In addition to direct and indirect discrimination, people with a disability are also protected from discrimination arising from disability. This can occur when a disabled person is treated unfavourably because of something connected to their disability (unless there is a justifiable reason – known in legal terms as **objective justification**). If discrimination is justified, it doesn’t count as unlawful discrimination under the Equality Act. The Equality Act says discrimination can be justified if the person who’s discriminating against a disabled individual can show it’s a proportionate means of achieving a legitimate aim. Examples of a legitimate aim could be:

- the health, safety and welfare of individuals
- running an efficient service
- requirements of a business

**Gender Reassignment:**

There are some people whose gender identity does not match that which they were assigned at birth. This is sometimes called gender incongruence, or gender identity disorder. Such people are known as ‘trans people’. Medical treatment to enable trans people to alter their bodies to match their gender identity is highly successful. The process is known medically as ‘gender reassignment’, or more commonly ‘transition’. However it should be understood that there is no requirement for trans people to undergo any surgical procedures in order for their gender identity to be recognised. The Equality Act protects people who propose to undergo, are undergoing, or have undergone a process (or part of a process) of having their sex reassigned.

**Gender recognition**

The Gender Recognition Act 2004 allows transsexual people to apply to the gender recognition panel for legal recognition of their acquired gender. Applicants who meet the requirements of the Act will be issued with a gender recognition certificate.
Marriage or Civil Partnership:

Protection afforded in the Equality Act 2010 to marriage and civil partnership only protects people who are married or in a civil partnership from discrimination. It does not protect people who are single, divorced, widowed or have dissolved their civil partnerships.

Pregnancy and Maternity:

Pregnancy and maternity-related discrimination can occur if a woman is treated unfavourably because:

- of her pregnancy
- she has given birth (within the past 26 weeks) and, in particular, because she is breastfeeding

Pregnancy and maternity-related discrimination can occur in employment if a woman is treated unfavourably because:

- of her pregnancy
- of pregnancy-related illness
- she is on compulsory maternity leave
- she is exercising her right to take ordinary or additional maternity leave

The Equality Act 2010 explicitly protects students from less favourable treatment because of breastfeeding.

Race:

The definition of race includes:

- colour
- nationality
- ethnic origins
- national origins

Protection on the grounds of nationality is subject to compliance with immigration rules.

Sex:

Sex is a protected characteristic under the Equality Act 2010. It protects men and women from discrimination,

Sexual Orientation:

Sexual orientation means a person's sexual orientation towards people of the same sex, opposite sex or both. Lesbian, gay and bisexual staff and students are protected under the Equality Act.
Religion and Belief:

The definitions of religion and belief are:

- **religion**: any religion or reference to religion, including a reference to a lack of religion
- **belief**: any religious or philosophical belief or reference to belief, including a reference to a lack of belief

The Equality Act does not give any one protected characteristic higher priority than any other.

3. **Equality and Discrimination**

**Consider Intersectionality** - Recognising that people’s identities and social positions are shaped by several factors, which create unique experiences and perspectives. These factors include, among others: sexuality, gender, race, disability, age, and religion. In practice, intersectionality is less about bringing two different things/groups together, for example older people and disabled people, and more about considering the experience of older disabled people. People at the ‘intersection’ of older age and disability.

Discrimination claims can be made on the grounds of:

- A single protected characteristic – for example, because an employee identifies as LGBT
- A number of single, but unrelated, characteristics - for example because an employee is disabled and of a particular ethnic origin, (in these situations, each characteristic would be considered separately).

Under the Equality Act, there are four main types of discrimination:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation

**Direct discrimination**

Occurs where someone is treated less favourably directly because of:

- A protected characteristic they have – **Direct discrimination**

Example: *An individual is turned down after an interview due to them disclosing their sexual orientation, as the employer does not believe that the team will respond well as there are a few members of staff who seem to be homophobic.*
• A family member, friend or colleague has a protected characteristic and an individual is treated less favourably because of this – Direct discrimination by association

Example: A member of staff who has been promised a promotion is then refused the promotion as her partner is diagnosed with cancer, as the line manager does not think she will cope with the extra pressure the role will bring.

• An individual is perceived to have a protected characteristic, whether this be true or not – Direct discrimination by perception

Example: A member of a team regularly attends gay pride, a picture is featured in the local newspaper, the rest of the team assume the individual is gay and starts to treat them less favourably because of this assumption.

Indirect discrimination

This type of discrimination is less obvious than direct discrimination and can often be unintended.

This is when there is a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others.

Example: A health club only accepts customers who are on the electoral register. This applies to all customers in the same way. But Gypsies and Travellers are less likely to be on the electoral register and therefore they’ll find it more difficult to join.

This could be indirect discrimination against Gypsies and Travellers because of the protected characteristic of race. The rule seems fair, but effects this particular group of people more than others.

Harassment

Harassment is defined as ‘unwanted conduct’ and must be related to a relevant protected characteristic or be ‘of a sexual nature’. It must also have the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Harassment can include:

• Bullying, nicknames, threats, jokes, banter, gossip, unwanted physical contact
• This can be verbal or written
• Harassment can apply to an individual who is harassed because they have a protected characteristic, whether they actually have it or not
• Can apply to someone who is harassed because they are associated with someone with a protected characteristic
• unwelcome sexual advances - touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected

Example: Paul is disabled and is claiming harassment against his line manager after she frequently teased and humiliated him about his disability. Richard shares an office with Paul and he too is claiming harassment, even though he is not disabled, as the manager’s behaviour has also created an offensive environment for him.

**Victimisation**

Victimisation is when an individual is treated less favourably than others for:

• making an allegation of discrimination, and/or
• supporting a complaint of discrimination, and/or
• giving evidence relating to a complaint about discrimination, and/or
• raising a grievance concerning equality or discrimination, and/or
• doing anything else for the purposes of (or in connection to) the Equality Act 2010

Victimisation may also occur because an individual is suspected of doing one or more of these things.

Example: Creating a difficult or oppressive environment for an individual because they have made a complaint – whether informal or formal – of discrimination, harassment or bullying. This might involve, for example, talking negatively about the person behind their back or making disparaging, ridiculing or mocking comments or remarks.

4. **Diversity and Inclusion at Warwick**

**Dignity at Warwick**

The University is committed to ensuring a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect, and where bullying and harassment are not tolerated. The Dignity at Warwick Policy outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.

The University expects all members of the University to recognise their responsibilities and to:

• behave in a way that respects the rights and dignity of others
• treat others fairly
• display courtesy and good manners in every interaction appreciating that individuals have different styles and expectations
- value differences in others and the contribution they make
- work and study within the University on a co-operative basis
- demonstrate a commitment to upholding the University's policies on diversity and inclusion.

For Students

The Dignity at Warwick Policy includes information on the rights and responsibilities of all members of the University community. It also sets out the student complaints resolution pathway process, if students feel that they are being subjected to harassment or bullying.

_The student complaints resolution pathway information can be found at the webpage below:_

http://www2.warwick.ac.uk/services/aro/studentfeedbackandcomplaints/student_complaints/

For Staff

The Dignity at Warwick Policy provides staff with the options available to try and resolve an issue informally if they believe they are being bullied or harassed.

The policy also includes the details of Dignity Contacts who act as a confidential listening service. Members of staff can choose any Dignity Contact from the list and can approach them directly. Contacts are not departmental representatives and have been selected to cover a range of staff categories and job roles.

Alternatively, staff can contact S.Beaufoy@warwick.ac.uk on extension 74479 to discuss the selection of an appropriate contact.

_Dignity at Warwick Online Reporting_

An Online Reporting form is also available for staff to report bullying, harassment and discrimination, this can be done anonymously or by requesting to be contacted by a Dignity Contact to report/discuss bullying and harassment.

Forms of bullying, harassment and discrimination may include:

- Homophobic, bi or transphobia comments
- Office Banter
- Inappropriate use of language, this could be friends, colleagues, visitors or contractors
- Unnecessary physical contact
- Inappropriate sexual contact/harassment
- Demeaning comments
- Racial harassment
• Name calling
• Discrimination by association
• Cyber bullying

By using the online form you can request to be contacted by one of the Dignity Contacts or report your concerns anonymously. The anonymous reporting will enable appropriate monitoring to pinpoint any ‘hot spots areas’ and where possible training may be required.

However, please be aware that unless sufficient information is provided, the University is constrained in what it can do to deal with particular issues of bullying and harassment.

http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/onlinereporting/

**Staff Network Groups**

Warwick has a number of staff networks and all staff are welcome to join any of the Networks where they have an interest. Network groups are led by members of staff at the University with the support of the D&I team.

The networks provide a safe environment for members of staff who have common interests and/or identify with a protected characteristic.

- Lesbian, Gay, Bisexual, Trans (LGBT)
- Black, Minority, Ethnic (BME)
- Disability Staff Network
- Working Parents Network
- Carer’s Network

If you wish to join any of the staff network groups please visit the Diversity and Inclusion webpages for further information.

**Equality, Diversity and Inclusion Network**

The Equality, Diversity and Inclusion Network meet on a termly basis. The meetings are open to all members of staff and provides an opportunity to hear about current equality, diversity and inclusion initiatives and updates. This is also an opportunity for staff to contribute their thoughts on initiatives and provide feedback.

The meetings are held at various locations across campus and are held in a discursive environment.

http://www2.warwick.ac.uk/services/equalops/eo_network/
Diversity and Inclusion Training

All staff are encouraged to complete the online training modules:

Diversity in the Workplace (all staff)

Recruitment and Selection (those involved in recruitment and selection)

Unconscious Bias (all staff)

Numerous informative video clips are also available, and recommended for use in staff meetings, training and awareness sessions:

Bullying and Harassment – Creating an environment based on respect

Bullying and Harassment – Effective intervention

Disability Etiquette

Cultural Awareness

Sexual Orientation

The Trans Friendly Workplace

Transgender Awareness

Other video’s that are available are:

Mental Health – what you see, what you don’t see

No Bystanders

Face to face training available through LDC:

Mental Health Awareness

Disability Awareness

Further guidance on all aspects of Equality, Diversity, Inclusion and Respect at Warwick can be found at:

http://www2.warwick.ac.uk/services/equalops/
Alone
We can do so little…
Together
We can do so much.