



Equality, Diversity & Inclusion Policy

Policy Owner: Human Resources

Approved by: Academic Board

Approval date: 21/08/2024

Review frequency: Every 2 years

Next review due: August 2026

Current version: Version 2

Version control:

DATE	OUTLINE OF ACTIONS
08/08/24	Version 1 amended to be ratified by AB on 21st August 2024

1. UK Management College Equality Policy Statement

We are committed to an inclusive approach to the delivery of Higher Education. We are working to ensure that UK Management College (UKMC) (hereafter the 'College') is open and accessible to all those wishing to participate in and capable of benefiting from Higher Education.

We value all of the different people studying and working at the College and we are committed to developing policies and processes and approaches to teaching, learning and assessment that tackle inequality and exclusion.

We are wholly committed to protecting people with “protected characteristics”¹ which are:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race and ethnicity
- Religion or belief
- Sexual orientation

In addition to promoting **equality** of opportunity and equality of access to our services, we will also uphold a principle of **diversity** throughout the institution. Diversity adds another dimension to the equality agenda, by making sure that the **differences** between people, groups and identities are understood, valued and respected. Managing diversity is about improving how people can study or work together by recognising and valuing their similarities *and* differences.

We recognise our obligations and responsibilities as an employer and as a provider of higher education within our community and beyond. We will seek to reflect our commitment to equality and diversity in all our activities and in all our dealings with staff, students, members of the public, other agencies and suppliers of services and supplies.

2. The Benefits of Diversity Management

¹ The Equality Act 2010 consolidated nine separate pieces of anti-discrimination legislation into a single Act. The Act identifies and offers protection to people with “protected characteristics”, of which there are nine (see main body of text).

A diverse student body and workforce can offer an enriched learning, working and cultural experience and bring a wide range of resources, skills, ideas and energy to the College, providing a competitive edge. Organisations that embrace diversity will reap the benefits of drawing from a wider pool of talent, broaden their markets, improve student success and employee productivity and raise the community profile.

Diversity management can benefit the organisation and its members in a number of ways:

- Improve opportunities for students to realise their full potential
- Enrich the overall student experience and prepare graduates for a diverse world of work
- Improve opportunities within the organisation through internal promotion
- Utilise the knowledge of different areas of the community
- Understand market segments and consumer behaviour
- Become an education provider and employer of choice
- Have a more representative 'balanced' student body and workforce
- Value and respect students and employees, attracting and retaining a wider talent pool

3. Forms of Discrimination

Unlawful discrimination may take different forms, all of which are prohibited at the College. These are described in more detail below:

3.1 Direct Discrimination

Direct unlawful discrimination will occur where, in like for like circumstances, a person is treated, or would have been treated, less favourably than others on the grounds of a protected characteristic (see Section 1 above).

In very limited circumstances it will be lawful for an employer to treat people differently if there exists a "genuine occupational reason". Where there is a genuine requirement for a particular type of person to do the job, the employer must be able to justify a sound business reason for this.

3.2. Associative Discrimination

Associative discrimination is discrimination against a person because they may have an association with someone with a protected characteristic.

An example might be a non-disabled student or employee who is discriminated against because s/he needs to care for a disabled dependent.

3.3 Perceptive Discrimination

Perceptive discrimination is discrimination against a person because the discriminator thinks the person possesses that characteristic, even if they do not.

3.4. Indirect Discrimination

Indirect discrimination occurs when a policy or practice applies to everybody, but the policy or practice has a disproportionate impact on people with a protected characteristic.

3.5 Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

Students or staff can complain of harassment even if they do not possess the protected characteristic or if the harassment is not directed at them.

Harassment may take many forms. For instance, it may be in the form of unwanted remarks, inappropriate jokes or ridicule, unwelcome physical contact, shunning or segregation; it may be an isolated incident or a series of incidents.

Complaints about harassment can be pursued through the UKMC Dignity At Study Policy (students) or through the Dignity and Respect at Work Policy (staff). When the University considers it appropriate to do so, alleged harassers may be the subject of the relevant UKMC Disciplinary Procedures.

3.6 Victimisation

Victimisation occurs where a person is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so. This protection does not apply to anyone who has maliciously made or supported an untrue complaint.

4. Roles and Responsibilities

Everyone at the UKMC has a duty to uphold and promote the values and principles set out in this policy.

All members of the College community (staff, students, visitors and associates) are expected to adhere to the standards, principles and duties of this policy.

All staff are required to undertake the training and development needed to help them do so.

Managers have a duty to act as role models with regard to this policy, and to ensure staff adhere to the policy and are given the opportunity to develop the necessary skills and understanding.

The UKMC Executive has a duty to monitor equality of opportunity among its workforce and in the application of relevant policies and practices.

5. Training

The College is committed to ensuring staff receive information and training to enable them to understand their obligations with regard to equality and diversity. The format, frequency and objectives of training will be tailored to reflect the needs of staff. Some training is undertaken on a voluntary basis, whereas some is compulsory to ensure staff can carry out their roles within the law.

6. Monitoring

The College monitors the diversity of its student body and its workforce, as well as the effects of its policies and processes (such as recruitment, progression). To do this we collect personal data, which is treated in accordance with the Data Protection Act. Such data is reported in a way that protects people's right to confidentiality. Information collected in this way informs our Equality Objectives and is reported annually to the Executive, as well as to the Governing Body.

7. Sources of Help and Information

The College operates a range of policies and procedures that underpin our commitment to equality and diversity. All our agreed policies and procedures are published on our website and on our intranet site.

Students who are concerned that they may be the subject of discrimination are encouraged to discuss their concerns with their tutor.

Staff who are concerned that they may be the subject of discrimination, or who are uncertain about their obligations in this respect, are encouraged to discuss their concerns with their line manager or with a member of the HR Team.

8. Complaints

Comments or complaints about the arrangements described herein should be addressed in writing to Human Resources on hr@ukmc.ac.uk.

Students wishing to make a complaint about matters concerning their studentship should refer to the Dignity at Study Policy and are encouraged to speak to their module tutor or Course Leader.

Staff wishing to make a complaint about matters concerning their employment should refer to the Dignity and Respect at Work Policy and are encouraged to speak to their line manager, or to a member of the HR team, or to refer to the College's Grievance Procedure.

Other Sources of Information

ACAS www.acas.org.co.uk

Equality & Human Rights Commission www.equalityhumanrights.com Government

Equalities Office www.equalities.gov.uk

Equality Challenge Unit www.ecu.ac.uk

SUMMARY: EQUALITY, DIVERSITY & INCLUSION POLICY

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- Age
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- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race and Ethnicity
- Religion or Belief
- Sexual Orientation

UKMC also upholds a principle of diversity throughout the institution. Diversity adds another dimension to the equality agenda, by ensuring that the differences between people, groups and identities are understood, valued and respected. Managing Diversity is about improving how people can study or work together by recognising and valuing their similarities and differences.
See Benefits of Diversity Management under Section 2 of the Policy

Unlawful discrimination is prohibited at UKMC. The different forms of discrimination are:

- Direct Discrimination
- Associative Discrimination
- Perceptive Discrimination
- Indirect Discrimination
- Harassment
- Victimisation

See details under Section 3 of the Policy

COMPLAINTS

Students who are concerned that they may be the subject of discrimination are encouraged to first talk to their tutor.
Staff who are concerned that they may be the subject of discrimination are encouraged to first talk to their line manager or a member of the HR team.
Comments or Complaints should be addressed in writing to the Head of HR on hr@ukmc.ac.uk

Roles and Responsibilities

All members of the College Community are expected to adhere to the standards, principles and duties of this policy

Training

The College is committed to ensuring staff receive information and training to enable them to understand their obligation with regard to equality and diversity

Monitoring

UKMC monitors the diversity of its student body and its workforce. Equality data is also published annually on our website.