

## **Bye-Law 8: Equal Opportunities Regulations**

The Union of UEA Students is committed to equality of opportunity for all. We will campaign against discrimination, promoting a community in which all individuals may contribute without the fear of discrimination.

- 8.1 The Union is committed to treating everyone equally and with respect. Discrimination (direct or indirect), particularly that based on a person's age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, political beliefs, religion or belief, race, sexual orientation, spent or irrelevant criminal convictions, trade union membership or sub-culture identification will not be tolerated. This Union promotes equal opportunities as an employer, as a representative campaigning body and as provider of services.

### **Principles**

- 8.2 These regulations exist to:
- 8.2.1 Ensure that this Union is proactive in promoting equality of opportunity.
  - 8.2.2 Ensure sanctions are in place to deal with those that fail to comply with the procedures and guidelines.
  - 8.2.3 Commit the Union to monitoring the implementation of these regulations and the evaluation of their effectiveness.

### **Objectives**

- 8.3 The Union is a campaigning organisation that needs to represent its diverse membership. The Union recognises that inequality; oppression and discrimination exist and aims to work towards elimination of discrimination and the provision of equality of opportunity for its members and employees. In recognising this, the Union has the following objectives:
- 8.3.1 To create and sustain a positive and welcoming environment for all members, visitors and staff;
  - 8.3.2 To increase the participation of all members;
  - 9.3.3 To increase the accessibility of information for students and staff;
  - 8.3.4 To ensure that activities and events meet the needs of the diverse membership;

- 8.3.5 To ensure that Student Officers and staff are aware of the diversity of the Union's membership;
- 8.3.6 To ensure that the decision making bodies of the Union represent the diverse needs of its members;
- 8.3.7 To address any attitudinal, organisational and physical barriers that may prevent equality of opportunity;
- 8.3.8 To increase awareness within the organisation of the needs of disadvantaged groups in order to provide more relevant service and prevent discrimination from occurring;
- 8.3.9 To ensure that the Union meets and where desirable exceeds legislative requirements.

### **Code of Practice**

- 8.4 There is a code of practice for members and staff covering the detailed implementation of these regulations. The Union will publish and annually review the code of practice. Mechanisms for registering complaints are detailed in the code of practice.
- 8.5 The operation and implementation of these regulations is the overall responsibility of the Trustee Board.

### **Equality, Diversity and Inclusion Committee (EDICT)**

- 8.6 There will be a committee of student leaders and uea(su) staff, and an external trustee. The committee will be called the Equality, Diversity, and Inclusion Committee (EDICT). EDICT will actively carry out research on issues of equality, diversity, and inclusion of liberation groups on campus. EDICT will carry out an audit of uea(su)'s Equality Strategy every two years. EDICT will review the Equal Opportunities Regulations annually. It will be a change-making committee, committed to solving pertinent equality, diversity, and inclusion issues at UEA through making recommendations to the Trustee Board and the university executive. It will monitor Bye-Law 8 and the implementation of regulations and monitor performance against staff Equality and Diversity targets.
- 8.7 EDICT's membership will consist of:
  - 8.7.1 Seven members with voting rights: the Welfare, Community, and Diversity Officer, an External Trustee, and Five Part-Time Officers. Of the part time officers, four places will be guaranteed to part-time officers who self-define within the following liberation

groups: one guaranteed Woman+ Place, one guaranteed Disabled Place, one guaranteed LGBTQ+ Place, and one guaranteed BAME place. The fifth place will be an Open Place, open to any Part-Time Officer of any identification.

- 8.7.2 Two members in attendance without voting rights: the Director of HR and the Director (Membership).
- 8.7.3 Invited observers and commenters without voting rights who are identified by EDICt as Student Leaders on campus who may not have elected positions but have knowledge about the problems effecting liberation groups on campus. They do not vote but can share their information and knowledge with the committee.
- 8.7.4 The Part-Time Officer members of EDICt will self-nominate in Student Officer Committee and be elected by fellow officers (Part-Time and Full-Time) to membership positions. Only officers who self-identify within a liberation group may vote for a liberation group place. This means only self-identified Women+ can vote for the Woman+ place; only self-identified Disabled officers can vote for the Disabled place; only self-identified LGBTQ+ officers can vote for the LGBTQ+ place; and only self-identified BAME officers can vote for the BAME place. All officers may vote for the Open Place Part-Time Officer position. There is no minimum quorate needed for a vote for liberation places to be valid.
- 8.8 EDICt will elect a chair and deputy chair, who will create committee agendas and serve in a similar capacity as the chair and deputy chair of Student Officer Committee.
- 8.9 EDICt will meet at least every two months.

### **Publicity of Equal Opportunities Regulations**

- 8.8 The Equal Opportunities Regulations will be available on the Union's website and hard copies will be available from the Union Advice Centre or the Welfare, Community and Diversity Officer.
- 8.9 The Equal Opportunities Statement will be published in the Union Handbook. In addition, the first sentence of the statement will be printed on Union entertainment tickets, central Union publications, club and society membership cards and the entire statement will be displayed on plaques in Union House.
- 8.10 Responsibility for this will be that of the Welfare, Community, and Diversity Officer.

## **Publicity of Equal Opportunities Regulations**

- 8.11 This section comprises the detailed implementation of the Equal Opportunities Regulations. It shall be annually reviewed by the Equal Opportunities Committee and any changes shall be recommended for approval by the Trustee Board.

## **Support Services**

- 8.12 The Union's support services exist for the benefit of all its members and their provision should not be altered by any factor that contravenes the Equal Opportunities Regulations.
- 8.13 Staff working for the Union Advice Centre or providing other support services should treat all service users with respect and deal with all queries in a non-judgemental and confidential manner.
- 8.14 Support Service users should, where appropriate, be provided with a range of options to deal with their queries.
- 8.15 Support Service staff should respect an individual's choice of action regardless of their own personal beliefs.
- 8.16 Support Service staff should ensure that those members who may have difficulty accessing the support information provided by the Advice Centre and on the Union website are able to do so through other means.

## **Representation**

- 8.17 It is an essential part of the Union's democratic structure that the needs of all members are represented within its decision making bodies. No decision taken by any Union body should contravene the Equal Opportunities Regulations.
- 8.17.1 All elected representatives must ensure that they are accessible to their constituents and that they take into account the diverse nature of the Union's membership when making decisions.
- 8.17.2 All Union meetings should be conducted in a non-discriminatory and respectful manner
- 8.17.3 Provision should be made to ensure that all members are able to access Union election ballots and meetings.

- 8.17.4 Student Officers should ensure that those members who may have difficulty accessing the minutes and agenda of Union meetings are able to do so.

## **Communications**

- 8.18 Leaflets, posters and published documents (both electronic and in paper form) all play an important part in publicly reinforcing the Union's commitment to equal opportunities. It is essential that all Union communications abide by the Equal Opportunities Regulations and are proactive in promoting equality of opportunity.
- 8.18.1 Union communications should aim to reflect the diversity of the Union's membership and should ensure that they promote a welcoming and inclusive Union environment.
- 8.18.2 All communications – particularly promotional material – should avoid discriminatory stereotyping.
- 8.18.3 The Union's website should aim to match or exceed internationally recognised standards designed to help people with disabilities access information online.
- 8.18.4 It is the responsibility of the editor or publicist of any Union communication to ensure that it abides by the Equal Opportunities Regulations.

## **Clubs, Societies and Peer Support Groups**

- 8.19 The Union requires that all members of the Union are able to join any of the Union funded clubs, societies and peer support groups, save where a group has been approved whose membership is restricted as per bye law 9.14.
- 8.19.1 The Articles of Associations of all clubs, societies and peer support groups must reflect a commitment to equal opportunities.
- 8.19.2 The President of each club, society and peer support groups is responsible for ensuring compliance with the Equal Opportunities Regulations and should attend training which emphasises the Union's commitment to the regulations.
- 8.19.3 Publications (newsletters, websites, leaflets etc) produced by Union clubs, societies and peer support groups should be non-discriminatory. They should reflect the interests of their membership, unless otherwise stated.

- 8.20 Those who sit on Society Executive shall be considered Councillors.
- 8.21 Union Council shall follow the structure of debate in regards to the creation of new societies as outlined in Bye Law 2.20.

### **Commercial Services**

- 8.22 The Union aims to ensure that its commercial services – shops, bars and entertainment – reflect the diversity of its membership. Staff working in these areas should abide by the Equal Opportunities Regulations and work to provide a welcoming and inclusive atmosphere.
- 8.22.1 Staff working in the Union’s shops, venues and bars should provide an equal quality of service to all customers, whilst also recognising that some customers will require additional attention to ensure they can participate to an equal extent.
- 8.22.2 The Union will endeavour, where commercially practicable, to provide a wide range of products in its shops that reflect the diversity of the membership.
- 8.22.3 The Union, where commercially practicable, will seek to promote a wide range of entertainment events that reflect and appeal to the diversity of its membership.
- 8.22.4 Members of the Union should not be excluded from union events on the basis of any reason that contravenes the Equal Opportunities Regulations.
- 8.22.5 Members of the Union shall not be denied the opportunity to book space within the Union on the basis of anything that might contravene the Equal Opportunities Regulations.
- 8.22.6 All artists and bands appearing at Union events must be non-discriminatory. Acts that are deemed likely to contravene the Equal Opportunities Regulations must not be engaged.

### **Union Employment**

- 8.23 The Union is an Equal Opportunities employer and is committed to the development of its staff. The aim of these regulations is to ensure that all job applicants and employees are treated equally.

- 8.24 Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected and promoted on the basis of merit and ability.
- 8.25 The Union of UEA Students aims to:
- 8.25.1 Ensure that it has access to the widest labour markets and secures the best employees for its needs.
  - 8.25.2 Ensure that all employees receive equal treatment, and that, wherever possible, they are given the help needed to attain their full potential to the benefit of the individual and the Union.
  - 8.25.3 Achieve an ability-based student workforce that is in line with the student population of UEA and an ability-based permanent staff workforce that is in line with the working population demographic of Norfolk.

### **Implementation**

- 8.26 Managers have a particular responsibility for ensuring that no form of discrimination occurs in the recruitment, selection, promotion, training or disciplining of staff for whom they are responsible.
- 8.27 To ensure that these regulations are operating effectively the Union shall maintain a confidential record of employees' and applicants' ethnic origin, disability (as defined by disability law) and gender status.

### **Vacancy Advertising**

- 8.28 All vacancies will be advertised simultaneously internally and externally. Any exceptions to this, for example because of redundancy or restructuring, will be specifically authorised by the Trustee Board or a body delegated this power by the Trustee Board.
- 8.29 All vacancies for short-term and 'casual' work that are normally filled by UEA students will be advertised through Employability. .
- 8.30 Job advertisements will not be worded in such a way that directly or indirectly discriminates against any group.
- 8.31 All vacancy advertisements will include the wording "The Union of UEA Students is committed to the equality of opportunity for all".

- 8.32 Applications will only be accepted if they are received on the Union's standard job application form.

### **Selection and Recruitment**

- 8.33 The selection of all staff with contracts for three months or more will be based on a job description and person specification. The job description and person specification will be drawn up in advance of advertising the post, using clear and justifiable job criteria.
- 8.34 Selection criteria i.e. job description, personal specification, work duties, will be reviewed whenever a vacancy occurs to ensure compliance with the equal opportunities regulations.
- 8.35 There will be no preferential treatment for internal candidates for a vacant post except when there is a staff restructure.
- 8.36 Wherever possible recruitment panels should consist of men and women. As a minimum, the chair of the panel should receive training on Equal Opportunities interviewing.
- 8.37 All information given in reference to Equal Opportunities will be kept confidential.
- 8.38 Reasons for selection and rejection of applicants for vacancies must be recorded by the chair of the panel or interviewer(s).

### **Training and Conditions of Service**

- 8.39 All permanent employees and student employees on three-month or more contracts will receive customer care training incorporating equal opportunities as part of the induction process.

### **Personal Records**

- 8.40 To ensure the effective operation of the Equal Opportunities Regulations, evaluation of personal data will be used to promote equality of opportunity and improve non-discriminatory practice. The following actions will be taken:
- 8.40.1 Monitoring records of applicants and appointments of staff will be maintained.



- 8.40.2 All monitoring of data shall be kept separate from any recruitment process.

### **Registering complaints: what members should do in the case of discrimination**

- 8.41 Any member, who suffers from unfair discrimination whether from other members, Union or University staff, or the public, will have the support of the Union in making a complaint. An individual can deal with discrimination by taking it up informally with the person concerned or by making a formal complaint. The decision to take further action will be that of the complainant.

### **Taking Informal Advice**

- 8.42 The complainant can take advice from the Union's Welfare, Community and Diversity Officer, another Student Officer, or the Union Advice Workers.
- 8.43 Discussions will be private and confidential; complainants may be accompanied by someone of their choice.
- 8.44 With the complainant's permission, the adviser can make informal approaches to the alleged perpetrator, to ensure the issue is resolved.
- 8.45 The complainant should always keep detailed notes of any incidents causing distress, including information of the ways in which the incidents caused a change in the pattern of work or social life and witnesses of the incident.

### **Formal Process**

- 8.46 It is advisable to take the informal route first, with the support from those suggested above. This may help the complainant to decide whether to make a formal complaint. Where the complaint is of a more serious nature, an individual may decide to make a formal complaint without taking the informal route first.
- 8.46.1 A member or group of members, who are dissatisfied in their dealings with the Union and wish to make a complaint about any issue other than about a member of Union staff, may do so by submitting their complaint in writing to the Campaigns and Democracy Officer.
- 8.46.2 Any individual member of the Union having cause for comment on a matter relating to any individual member or group of staff

should raise the matter in confidence with the Campaigns and Democracy Officer. The Campaigns and Democracy Officer will refer it to the Union's Chief of Staff for investigation and appropriate action under the staff disciplinary process.

8.46.3 If after the complaint has been determined, further discrimination is alleged, then an additional complaint should be made

8.45.4 Allegations of criminal conduct should be reported to the police.

### **Registering complaints: what staff should do in the case of discrimination**

8.47 Any member of staff, who suffers from unfair discrimination whether by individual students, Union or University staff or public, will be assisted by the Union in making the complaint. An individual can deal with discrimination in various ways; this ranges from taking the complaint up with the person concerned to making a formal complaint. People are also available to provide advice, although the decision must be left to the individual(s) concerned.

### **Taking Informal Advice**

8.48 Aside from external agencies, the complainant can take advice from: their line managers; the Union's Chief of Staff; the member of the Union's Senior Management Team responsible for HR; or the Union's Advice Workers.

8.49 Discussions will be private and confidential; complainants may be accompanied by someone of their choice.

8.50 With the complainant's permission, the adviser can make informal approaches to the alleged perpetrator, to ensure the issue is resolved.

8.51 The complainant should always keep detailed notes of any incidents causing distress, including information of the ways in which the incidents caused a change in the pattern of work or social life and witnesses of the incident.

8.52 Unfair discrimination by a member of staff will be matter for discipline under the disciplinary procedures.

## **Formal Process**

- 8.53 It is advisable to take the informal route first, with the support from those suggested above. This may make the complainant decide whether to make a formal complaint. Where a complaint is of a more serious nature, an individual may decide to make a formal complaint without taking the informal route first.
- 8.54 Any member of staff who believes they have suffered discrimination through the actions or attitude of a member or group of members should raise the matter with the Union's Chief of Staff.
- 8.55 Any member of staff who believes that they have suffered discrimination through the actions or attitude of another member of staff should raise the matter through the management structure in confidence, and whenever appropriate in confidence with the Union's Chief of Staff or the member of the Union's Senior Management Team responsible for HR.
- 8.56 Members of staff who wish to register a formal complaint may do so under the staff Grievance Procedure.
- 8.57 If after the complaint has been determined, further discrimination is alleged, then an additional complaint should be made.
- 8.58 Allegations of criminal conduct should be reported to the police.