



University of Dundee
Equality, Diversity and Inclusion Policy

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University of Dundee
Equality, Diversity and Inclusion Policy

1. Introduction

- The University of Dundee, with a population of over 16000 students and 3300 staff, is one of Scotland's leading Universities with an international reputation of excellence in providing a diverse portfolio of undergraduate and postgraduate courses and an excellent record in Teaching Quality and Research activities.
- The University of Dundee is a major employer in the region, attracting staff and students from local, national and international backgrounds. The institution is therefore committed to sustaining a diverse and inclusive environment in which all staff and students are treated fairly and equitably.
- This Policy is one of many policies and procedures, which the University has in place to support its commitment to an institutional Equality and Diversity strategy
<https://www.dundee.ac.uk/equality-diversity/>
- This Policy document sets out how the University of Dundee intends to meet its statutory obligation to satisfy the requirements of the General and Specific Duties of the Equality Act 2010.

1.1 The University's Aims

- The University values and embraces diversity and inclusion among staff and students by encouraging all individuals to realise their full potential and contribute as fully as possible to the University community.
- The University aims to create conditions whereby the treatment of students, staff and applicants for employment or study, is on the basis of their relative merits, abilities and potential.
- The University aims to ensure that the Policy informs and influences the development of an inclusive culture in the institution.
- The University will work in collaboration with other institutions, partners and the local community to tackle discrimination, advance equality of opportunity, promote diversity and disseminate good practice.
- The University of Dundee will ensure that the Policy and its procedures are mainstreamed within all aspects of institutional practice.
- The University of Dundee will ensure that it complies with its legal obligations under the current legislative requirements in a clear, transparent manner.

1.2 The University's Commitment

- The University of Dundee is committed to working proactively towards eliminating unlawful discrimination, harassment, bullying and victimisation based on the grounds of age, disability, gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation.
- The University will promote and advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- The University will foster good relations between people of different groups.
- The University will demonstrate and evidence due regard to its obligations under the Equality Act 2010 and other relevant legislation, including reflecting the provisions of the Scottish Specific Duties.

1.3 Scope of the Policy

- The Policy applies to all members of the University community, both staff and students irrespective of their employment contract, including job applicants, student applicants, current and former staff and students, associate members, visitors and service providers and any other persons or companies associated with the functions of the University.
- The Policy applies to staff in areas including but not limited to, employment, including recruitment advertising of jobs, applications, short-listing, selection, conditions of service, benefits and pay, job evaluation, probation, promotion, progression, training and development, health and safety, capability, performance, grievance and disciplinary procedures, dismissals, redundancies and general conduct at work.
- The Policy applies to students in areas including but not limited to, admissions, assessment, progression, teaching, learning and research provision, university accommodation, support services and facilities, complaints and disciplinary procedures and general conduct.
- The University's Equality, Diversity and Inclusion Strategy (Equality Outcomes Plan) and its associated action plan support this Policy and set out the activities the University shall undertake to meet and exceed our legislative requirements.

1.4 The Legal Framework

a. Equality Act 2010

The University has a requirement under the Equality Act 2010 to promote equality, diversity and inclusion through the Public Sector Equality Duty or General Duty. The General Duty requires that listed public bodies, including the University, must, when carrying out their functions, must have due regard to the need to:

- (i) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;

- (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not and;
- (iii) Foster good relations between people who share a protected characteristic and those who do not.

The University is committed to implementing the requirements set out in the Equality Duty, which is supported by the Specific Duties for Scotland. The Equality Duty requires the University to have 'due regard' to the need to:

The Equality Act became law on 1st October 2010. It replaces previous equality legislation and is intended to strengthen equality law and to make it more transparent and easier to understand. The Act strengthens and extends protection to cover nine protected characteristics and is relevant to the University both as an employer and as an education and service provider. The Act has also extended the definitions of discrimination.

b. Protected Characteristics

Protected characteristics are the grounds upon which discrimination is unlawful. The protected characteristics defined under the Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

c. Public Sector Equality Duty

The University is committed to implementing the requirements set out in the Equality Duty, which is supported by the Specific Duties for Scotland. The Equality Duty requires the University to have 'due regard' to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster positive relations between people who share a protected characteristic and those who do not share it

The duty covers all the protected characteristics apart from **marriage and civil partnership**, for which public bodies will only have to demonstrate due regard to the need to eliminate unlawful discrimination in employment.

The Equality Act 2010 requires the University to have 'due regard' to these obligations throughout all its activities and functions and across all protected characteristics.

- **(Specific Duties) for (Scotland)**

In Scotland, the General Duty is underpinned by specific duties set by the Scottish Parliament. These specific duties commenced on 27 May 2012 and the subsequent amendments in 2015 and again in 2016 require public bodies in Scotland to undertake activities to evidence their progress in meeting the General Duty. To meet the specific duties the University is required to:

- Report on progress to mainstreaming the General Duty into all functions
- Develop and publish a set of equality outcomes that cover all protected characteristics
- Assess the impact of policies and practices against the needs of the General Duty
- Gather and publish information on employees
- Publish gender pay gap information
- Publish statements on equal pay for gender, race and disability
- Have due regard to the General Duty in specific procurement practices
- Publish information in a manner that is accessible
- Publish the composition of the Governing body (court) and provide succession plans to increase diversity

d. Forms of Discrimination (Equality Act 2010)

i. Direct Discrimination

Occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

The new definition of direct discrimination extends protection based on association and perception, already applicable to race, sexual orientation and religion or belief, to include age, disability, gender reassignment, and sex.

a. Discrimination Based on Association

This refers to discrimination based on an individual's association with another person belonging to a relevant protected characteristic.

b. Discrimination Based on Perception

This is direct discrimination against a person because of a belief that he or she possesses a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

ii. Indirect Discrimination

This occurs when a provision, criterion or practice is neutral on the face of it, but its impact particularly disadvantages people with a protected characteristic, unless the

person applying the provision can justify it as a proportionate means of achieving a legitimate aim.

iii. Discrimination Arising from a Disability

This occurs when a disabled person is treated unfavourably because of something connected with their disability and the treatment cannot be justified. Such discrimination can only occur if it is known that a person has a disability or it can reasonably be expected that a person is disabled.

Under the Equality Act, disability is defined as:

“A person has a disability for the purposes of the Act if he or she has 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” (Equality Act, 2010, S6(1)).

This definition covers a wide range of physical, mental and sensory impairments, including specific learning difficulties such as dyslexia, mental health difficulties such as depression, and chronic health conditions such as diabetes and epilepsy. The definition also includes people with cancer, HIV and multiple sclerosis from the point of diagnosis.

Further information is available from:

<http://www.dundee.ac.uk/disabilityservices/about/definitionofdisability/>

Discrimination arising from a disability may be avoided by the provision of reasonable adjustments.

iv. Duty to Make Reasonable Adjustments

The Act consolidates and extends previous duties upon employers and providers of education, goods and services to make reasonable adjustments for disabled people. The duty is three fold:

- Where a provision, criterion or practice puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, reasonable adjustments must be made to avoid the disadvantage.
- Where a physical feature puts a disabled person at a substantial disadvantage in comparison with persons who are not disabled, reasonable adjustments must be made to avoid the disadvantage.
- Where a disabled person would, but for the provision of an auxiliary aid, be at a substantial disadvantage in comparison with persons who are not disabled, reasonable adjustments must be made to avoid the disadvantage by providing the auxiliary aid.

In addition, where requirements relate to the provision of information, reasonable adjustments include ensuring that the information is available in an accessible format.

What is a reasonable adjustment?

The Equality and Human Rights Commission's (EHRC) 'Technical Guidance on Further and Higher Education' and 'Employment Statutory Code of Practice' state that the following are some of the factors which might be taken into account in determining what is a reasonable adjustment:

- whether making the adjustment would be effective in preventing the substantial disadvantage;
- the practicability of the adjustment;
- the financial and other costs of making the adjustment;
- the extent of the financial or other resources available;
- health and safety requirements, and
- the relevant interests of other people.

For example, it may be reasonable for the University to install a hearing loop system in all lecture theatres and to recruit British Sign Language (BSL) interpreters in response to individual disabled students' needs, but it may not be reasonable to have a BSL interpreter on the University's payroll.

Further information on the duty to make reasonable adjustments is available from:
<http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

V. Harassment

The Equality Act 2010 outlines three types of harassment.

- Unwanted conduct that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant, or violating the complainant's dignity (this applies to all protected characteristics apart from pregnancy and maternity, and marriage and civil partnership)
- Unwanted conduct of a sexual nature (sexual harassment)
- Treating a person less favourably than another person because they have either submitted to, or rejected, sexual harassment or harassment related to sex or gender reassignment

People are protected from harassment if they are perceived to have, or associate with someone with, a protected characteristic.

vi. Victimisation

This takes place where one person treats another less favourably because he or she has asserted their legal rights in accordance with the Equality Act 2010 or helped someone else to do so. This includes making a complaint, taking legal action, providing evidence related to proceedings or alleging that discrimination has taken place.

2. Implementation

- The University community collectively shares responsibility for the successful application of this policy, whilst specific responsibility falls on staff involved in the development and support of staff and students.
- The University will strive to ensure that all staff and students have equal access to the full range of facilities, and that adjustments to working and learning practices are implemented in order to meet the needs of a diverse community.
- The University will work in partnership with the recognised campus trade unions and the Students' Association as well as external institutions where appropriate to tackle all forms of unlawful discrimination.

3. Roles and Responsibilities

3.1 Leadership, Management, Governance and Responsibilities

In order to realise the University's commitment and vision, the University Court and those in Management and Leadership positions are required to be proactive in tackling unlawful discrimination, advancing equality of opportunity and fostering good relations between persons of different groups.

An Equality, Diversity and Inclusion (EDI) Policy cannot succeed without the active support of the entire University community. The responsibility for delivering the Policy extends to every member of the organisation including managers, those with an explicit remit for EDI, and individual members of staff and students. The implementation of this Policy is therefore a shared responsibility amongst staff and students at the University. In addition, key individuals have specific responsibilities as set out below:

The Policy sets out the responsibilities of all staff, students and other key stakeholders.

3.2 University Governing Body (Court)

The University Court has responsibility for:

- Providing leadership in equality, diversity and inclusion across all protected characteristics, assuming responsibility for the institution's strategy and policy on equality, diversity and inclusion.
- Ensuring that the institution complies with all relevant legislative and regulatory requirements and also actively promotes and facilitates equality, diversity and inclusion goals across the whole Institution.
- Ensuring that it monitors its own composition, establishing appropriate goals and policies regarding the balance and diversity of the members it appoints and regularly reviewing its performance against these goals and policies.
- Ensuring that the commitments detailed in the Equality, Diversity and Inclusion (EDI) Policy are implemented.

3.3 The Principal & Vice-Chancellor

The Principal and Vice-Chancellor is responsible for:

- Giving a consistent and high profile lead on issues that involve EDI.
- Providing leadership in the implementation of the EDI Policy.

3.4 The University Secretary & Chief Operating Officer

The University Secretary & Chief Operating Officer is responsible for:

- The promotion and strategic support of the policy both internally and externally to the University.
- Ensuring that EDI requirements are at the core of Corporate Planning and Strategy implementation.
- Ensuring that managers fulfil their role in implementing the EDI Policy and that related procedures are followed.

3.5 Deans/Directors/Managers

Deans/Directors and Managers are responsible for:

- Ensuring that due regard is given to equality, diversity and inclusion issues in all decision making.
- Giving a consistent lead on the mainstreaming of EDI requirements within all their relevant functions.
- Taking responsibility for ensuring that appropriate action is taken whenever complaints of unlawful discrimination are raised, either by the staff or students, in their Schools or Services.
- Encouraging, supporting and enabling all their staff and students to reach their full potential.
- Ensuring that all staff are aware of their responsibilities and receive support, training and appropriate information in order to carry out their activities, including completing the University's mandatory equality, diversity and inclusion training programme.
- Ensuring staff and students know how to report any instances of harassment, bullying and discrimination without fear of victimisation.
- Taking appropriate action with staff or students who are acting in breach of the Policy and procedures.

3.6 People and Organisational Development Committee (PODCo)

PODCo is a committee of the University Court and has delegated responsibility for:

- Overseeing Equality Diversity and Inclusion (EDI) in the University within its remit for supporting the University Strategy in all matters relating to people.
- Advising the Court on statutory and other requirements relating to its responsibilities for EDI.
- Monitoring and evaluating policies relating to people including EDI policies.

3.7 Equality, Diversity and Inclusion (EDI) Committee (a sub-committee of the PODCO)

The EDI Committee is the University-level EDI committee that has the strategic overview on all equality, diversity and inclusion matters. The EDI committee's role is to ensure the University implements its EDI strategy and meets its legal requirements under the Equality Act 2010. EDI committee is chaired by the University Secretary and Chief Operating Officer.

EDI Committee is responsible for:

- Ongoing development and the implementation of the Policy.
- Ensuring that the Policy is published, promoted, continually assessed, reviewed and revised, and that the outcomes are published on an annual basis, accessible to all staff, students and the community external to the University.
- Ensuring that everyone within the University community is given appropriate support to enable them to implement the requirements of the Policy within their function, whatever that function may be.
- Ensuring that appropriate supportive and/or training strategies are developed and implemented accordingly.

3.8 Equality, Diversity and Inclusion Office

The Equality and Diversity Office, is responsible for:

- Promoting, advancing and coordinating EDI initiatives across the University for both staff and students according to legislative requirements and best practice.
- Providing leadership, direction and expert advice, guidance and support to the university-wide EDI strategy and approach.
- Supporting senior management teams of the University in showing leadership on equality, diversity and inclusion issues.
- Providing information and guidance to all University bodies to enable them to discharge their responsibilities
- Contributing to strategy and developing plans for EDI objectives.
- Progressing actions on the various equality and diversity activities.
- Monitoring of key strategic issues and drafts publications for approval by the relevant bodies as appropriate.
- Producing reports to appropriate committees outlining progress and outcome.
- Updating existing policies and developing new policies according to legislative requirements and good practice.
- Facilitating central consultation and involvement with specific groups of staff and students.
- Providing a network of trained Harassment Advisers to provide confidential advice and guidance for staff, students, contractors and visitors.

3.9 The Head of Disability Services

The Head of Disability Services is responsible for:

- Acting as the main University contact for disability compliance issues.
- Providing advice and guidance to senior management on inclusive practice and disability-related legal requirements.
- Raising awareness of Disability Services, disability issues and inclusive practice with all members of the University community.
- Monitoring and reviewing the University's policies and procedures in response to disability-related legislation and quality assurance requirements.
- Coordinating and delivering disability-related staff development opportunities.
- Producing reports for University committees as appropriate, including an annual report on Disability Services' activities, feedback from service users and progress against key objectives.

3.10 All Teaching Staff, including on and off campus, part-time and visiting lecturers

Staff under this category is responsible for:

- Ensuring that the curriculum assessment and teaching methods are underpinned by the General Duty requirements of the Equality Act 2010, whenever reasonably practicable.
- Ensuring that classroom values and assessments promote equality of opportunity and foster good relations.
- Implementing reasonable adjustments for disabled students, including enabling access to the curriculum.

3.11 All other employees of the University

All other employees of the University are responsible for:

- Supporting and implementing the Equality, Diversity and Inclusion Policy.
- Ensuring that their behaviour and/or actions do not amount to discrimination or harassment in any way.

3.12 All members of the public, visiting or engaging with the University

All other individuals under this category are required to comply with the University's Equality, Diversity and Inclusion Policy.

3.13 All Students

All Students are responsible for:

- Ensuring that their behaviour promote positive relationships between people of different groups.
- Ensuring that they participate in non-discriminatory practices.

- Ensuring that they follow the aims of the University's Equality, Diversity and Inclusion Policy.

4. Procurement

The University will comply with the statutory requirements of the Equality Act 2010, as stated in this Policy. It is a requirement of the Specific Duties (Scotland), that when institutions procure the services of other providers, where those services are equality relevant, the institution, through the Procurement function remains responsible for meeting the Equality Duty requirements of those services.

- The Director of Finance is responsible for ensuring all contractors and tendering organisations comply with the University's Equality, Diversity and Inclusion Policy and the provisions of the Equality Act 2010.

5. The Staff Experience

5.1 Recruitment

Job advertisements will use non-discriminatory language and images to attract the widest interest from suitably qualified applicants. As part of the application process, applicants will be asked to complete an equality, diversity and inclusion monitoring form which will be used for the sole purpose of enabling the University to comply with its legal obligation to publish information in support of the aims of the Equality Duty. This will be made clear to candidates. Such information will not be available to recruiting managers; therefore, it will not be used for selection purposes.

5.2 Selection

Applicants will be given equal consideration by being assessed solely against the criteria for the post. Criteria for posts will be contained within the job description, person specification and any additional relevant documents attached to the post. Shortlisting will be undertaken thoroughly and rigorously based on the criteria for the post and without reference to any protected characteristic. Interview panels and appointing committees will comprise, as a minimum, mixed gender representation and will be more diverse where possible. All staff participating in such committees will have knowledge of this Policy. The University will make reasonable adjustments for applicants who have a disability or who have particular requirements.

5.3 Probation, Promotion and Retention

Committees which decide whether probationers' appointments should be confirmed, and on the merits of candidates for promotion, will conduct their deliberations and evaluations without unlawful discrimination. All staff participating in such committees will have knowledge of this Policy. Fairness, transparency and a non-discriminatory approach to the processes for probation and promotion will contribute to the retention of excellent staff.

5.4 Terms and Conditions of Employment

The terms and conditions of employment are determined by the role the member of staff holds, and in certain respects to eligibility criteria, irrespective of any protected characteristic, part-time or fixed-term status.

5.5 Honorary and Associate Staff

Honorary and Associate staff are invited to be connected with the University wholly on the basis of the mutual benefit of the relationship without reference to personal characteristics.

5.6 Work Environment

The University recognises the different needs of members of staff, for example, religious observation, family commitments etc. and the benefits of having an appropriate work/life balance. It offers a range of specific and flexible policies:

http://www.dundee.ac.uk/hr/work_life/ to support staff in various life event situations.

The University is committed to supporting disabled staff and will implement reasonable adjustments to their work environment to enable them to undertake their duties.

5.7 References

The University will provide a fair and factual work reference for members of staff, on request. It will relate exclusively to work performance and conduct.

5.8 Positive Action

Positive action is a range of measures allowed under the Equality Act 2010 which can be lawfully taken to encourage and train people from under-represented groups to help them overcome disadvantages in competing with other applicants.

Positive action must not be confused with positive discrimination (setting of quotas or any form of preferential treatment) which is unlawful under the equality legislation. The only exception to this is that it is permissible to treat disabled people more favourably than non-disabled people.

6. The Student Experience

The Equality Act 2010 prohibits unlawful discrimination, harassment and victimisation of:

- Prospective students (in relation to admissions arrangements).
- University students (including those absent or temporarily excluded).
- Former University students (if there is a continuing relationship based on them having been a student at the University).

The University is committed to ensuring that its students are free from any form of discriminatory practices by the institution or its members.

6.1 Admissions

- The University is committed to excellence in admissions and aims to attract applicants from diverse communities and backgrounds, who have the appropriate commitment, ability and motivation to fulfil their academic potential and who will contribute positively to university culture.
- All prospective students will be given equal consideration during the selection process, and will not be discriminated or treated less favourably on any grounds referred to in paragraph 1.4 of this policy.
- The University will offer a supportive environment to disabled applicants and will strive to support all needs, including through the implementation of reasonable adjustments.

6.2 Selection

- All applicant selection processes will be thorough, transparent and carried out objectively, and will only address the applicant's suitability for the programme requirements.
- All staff involved in the selection process will have an awareness of equality, diversity and inclusion and will have completed the University's mandatory online equality, diversity and inclusion training programme.

6.3 Recruitment

All communication activities and information contained in the prospectuses, websites and other promotional material used in the recruitment of students should advance equality of opportunity and make reference to this policy. All such information will be designed to be accessible and alternative formats will be provided where reasonable to meet the needs of individual disabled students.

6.4 Wider Participation

- The University is committed to widening access and participation in higher education.
- To support initiatives to promote this activity the university has a specific engagement strategy. Full details are provided on the website:
<https://www.dundee.ac.uk/widening-access/>

6.5 Teaching /Learning/Assessment

- The University recognises the importance of encouraging inclusiveness in teaching and learning methods and therefore encourages all staff to promote equality of opportunity through the development of accessible curricula.
- The University will aim to ensure that criteria for assessment will be clear, transparent and consistent for all students and will reflect the principles of equality, diversity and inclusion.
- The University will ensure that staff are aware of the requirement to make reasonable adjustments to accommodate the learning needs of disabled students in line with the University's Policy on Academic Adjustments for Disabled Students.

6.6 Facilities and Services

The University will ensure that all its facilities and provisions operate in accordance with its Equality, Diversity and Inclusion Policy. This includes accommodation, sports provision, IT and library facilities, catering facilities and social activities.

7. Involvement and Consultation

- The University recognises the need to have structures in place that will enable it to effectively communicate with staff and students from all equality groups at all levels within the University, and to involve and consult with these groups, where appropriate.
- The University has proactively encouraged and engaged diverse staff groups within the University to inform, shape and improve its policies and practices on equality, diversity and inclusion by establishing and supporting a number of staff networks. Staff networks help the University to progress equality, diversity and inclusion by contributing to policy development and implementation.
- The University will consult and engage on a regular basis with representatives of the recognised University Trade Unions and other stakeholders.

8. Equality Impact Assessment (EIA)

- The University, as a public body, is required to carry out Equality Impact Assessments (EIA) on all policies, procedures, practices and provisions.
- EIA is a way of systematically and thoroughly assessing and consulting on the effects that a proposed policy is likely to have on groups of people.
- The EIA process involves consultation with users and key stakeholders.

9. Training

- Guidance, support and training will be provided to all members of academic, research and professional services staff at all levels, including senior management to ensure that the University's commitment to equality, diversity and inclusion is understood and achieved.
- A range of training opportunities and initiatives are available to ensure that members of the University community are made aware of equalities law and good practice in relation to equality, diversity and inclusion.
- The training provision is provided through a number of methods, such as mandatory online EDI training modules as well as face to face for staff. Similarly, an online training module is provided for students.

10. Monitoring

- Monitoring will be carried out at a number of levels to assess, review and take appropriate action as a result of the impact of this Policy. Information gathered from the monitoring process will be used in the continuous implementation and maintenance of the University's EDI Policy.
- The University will collect data, analyse and publish information for both staff and students annually to relevant committees.

11. Complaints/Breach of Policy

- The University is committed to creating a supportive environment and ensuring that it has appropriate mechanisms in place so that people who feel they have been affected can come forward with confidence that their complaint will be handled sensitively and without fear of victimisation.
- Complaints about any form of discrimination, harassment or bullying against staff, students or visitors will be taken seriously and could, on full investigation under the appropriate University policy, provide grounds for disciplinary action that may lead to dismissal or expulsion from the University.
- In addition to any penalties imposed by the University, individuals may also be subject to criminal and/or civil proceedings.
- The University encourages informal resolution of issues or complaints and provides trained Harassment Advisers and Mediators to support staff and students to resolve matters.
- The members of the University community have a responsibility to act in accordance with this Policy, and therefore to treat everyone with dignity and respect at all times and not to discriminate or harass other staff or students.
- Students who believe there has been a breach of this policy may raise a complaint through the Students' Complaints Procedure. Details are available from <https://www.dundee.ac.uk/governance/dca/complaints/>
- Staff can raise complaints through the Grievance Procedure. Details are available from the Human Resources <https://www.dundee.ac.uk/hr/policiesprocedures/grievanceprocedure/>
- The University has a separate policy relating to harassment and bullying, which sets out the process for seeking support or making a complaint in relation to harassment and bullying. The Dignity at Work and Study Policy and Procedures can be downloaded from <https://www.dundee.ac.uk/corporate-information/dignity-work-study-policy> which contains the procedure for staff and students who wish to make a complaint of discrimination, harassment or bullying.
- There is a confidential support and information service available from the University's network of voluntary Harassment Advisers <https://www.dundee.ac.uk/equality-diversity/support/harassmentadvisers/>

- The confidential internal Mediation service can be accessed through <http://www.dundee.ac.uk/academic/edr/assistance.htm>
- The University will ensure that complaints are dealt with promptly and fairly.

12. Communication/Publication of this Policy

This Policy is available to all staff, students and to the wider public on the University's Equality, Diversity and Inclusion website: <https://www.dundee.ac.uk/equality-diversity/>. If alternative formats of the Policy are required, please contact the EDI Office.

13. Support and Advice

There is a range of Internal support and advice available to members of staff and students:

- EDI Office
- Disability Services
- Counselling Services
- Occupational Health
- Safety Services
- University Health Service
- Dundee University Students' Association (DUSA)
- Other student representatives (class representatives, School Presidents and the Student Representative Council)
- Human Resources Officers
- *edr* (Early dispute resolution)
- *Harassment Advisers*
- *Campus Trades Unions (Dundee University and College Union, Unison and Unite)*

14. Other Sources of Information (External)

ACAS: www.acas.org.co.uk

Equality & Human Rights Commission: www.equalityhumanrights.com

Government Equalities Office: www.equalities.gov.uk

Advance HE: <https://www.advance-he.ac.uk/>

15. Review and Update of the Policy

- This Policy was updated in November 2020 and will continue to be kept under review on a regular basis for its effectiveness, impact and to ensure that it reflects best practice and compliant with current legislative requirements by the Equality, Diversity and Inclusion Office. We will consult and involve the University's Equality, Diversity and Inclusion Committee, Campus Trades Unions, Staff Networks, Student Association and all other stakeholders.

- This Policy replaces all previous Equality, Diversity and Inclusion policies within the University of Dundee.
- Comments on the policy and its implementation should be passed to a.trivedi@dundee.ac.uk

Policy Document control

Last updated: November 2020

Date of next review: June 2021

