

NUA Students' Union

Equality & Diversity Policy

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1.0 Equality & Diversity Policy Statement

1.1 Policy Statement

Norwich University of the Arts Students' Union, the Union, is committed to creating a safe and welcoming environment where all members, staff and visitors are treated with dignity and respect and where diversity is valued. This is in line with our core value of Equality.

1.2 Purpose of Policy

The purpose of this Policy is to formalise our commitment to equality and diversity and outline how we intend to achieve the objectives in the Union's day to day work. This policy outlines how as a membership Union, service provider and employer we strive to fulfil our equality duties.

Additional to the Union's own processes, this policy identifies how the Union uses its influence and position as the official voice of NUA students to advocate and advise Norwich University of the Arts, the University, in issues relating to equality & diversity.

2.0 Policy Aims

2.1 The aims of the Equality & Diversity Policy are:

- To promote, embed and encourage equality and diversity throughout all aspects of the Union.
- To oppose and eliminate all forms of unlawful discrimination including bullying, harassment, and victimisation.
- For our membership to be truly representative of all sections of society and for all members, staff and visitors to feel respected and able to give their best.
- To uphold the Equality Act 2010 and not unlawfully discriminate because of the following protected characteristics:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex (gender)
 - sexual orientation

3.0 Union Commitments

3.1 The Union upholds a commitment of fair access and participation for all its student members, elected officers and staff members, of all identities and backgrounds. To achieve this the Union will:

- create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by any members, employees, customers, suppliers, visitors, the public and any others in the course of the Union's work activities.
- To make opportunities for training, development and progress available to all staff and SU Officers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- When relevant, monitor the make-up of our membership regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this statement.
- To review employment practices and procedures when necessary to ensure fairness, and also update them and this Policy to take account of changes in the law.
- To implement reasonable adjustments, wherever possible, to ensure that Union activities are accessible to all.
- To monitor the Equality & Diversity Policy, ensuring it is working in practice, being reviewed annually, and that appropriate actions are taken to address any issues.

3.2 Access & Participation Plan

The Students' Union President is responsible for championing student views to inform the University's annual Access & Participation Plan. The President will work with the University to act in the interest of students and prospective students to ensure that people of all identities and backgrounds have equal and fair opportunity to attend and thrive at NUA.

3.3 Student Protection Plan

The Union will work in the collective interest of students to ensure that all students are equally and fairly accommodated for in the University's Student Protection Plan. Also, in the incident of the plan being enacted, to act in the interest of all students to support the protection of their interests, equally and fairly without discrimination.

3.4 University Equality & Diversity Committee

The President is responsible for attending the University's Equality and Diversity Committee twice a year on behalf of the student body.



3.5 **Commitment to continued enhancement**

The Union strives to continually grow its service and ensure fair access and equality is at the heart of everything it does. As part of this the Union is committed to proactively working with the University to enhance equality and diversity in the NUA community.

4.0 Responsibilities

4.1 Students' Union President

The SU President has overall responsibility for ensuring the Union operates within a framework of equality of opportunity in line with its legal obligations. They are also responsible for the implementation of the policy across all services, ensuring staff and members receive appropriate training and for the continual development and monitoring of the policy.

4.2 Union Staff

Union staff have a collective responsibility to promote equality and diversity and to behave in accordance with this policy reporting any issues to the SU President. The Union recognises that all of its employees have a duty to support and uphold the aims and commitments contained in this policy.

4.3 Students' Union Members

Non-Portfolio Members

All current students at NUA are members of the Union unless they have formally opted out. All members have a collective responsibility to promote equality and diversity and to behave in accordance with this policy, reporting any issues to the Students' Union President or Union Staff.

Club & Society Officers

Club & Society Officers are responsible for liaising with the Union to ensure that their activities are inclusive and accessible, with reasonable adjustments implemented when required. They are also responsible for reporting any equality and diversity issues to the Students' Union President.

Student Representatives

Student Representatives have a responsibility to liaise with students in a fair and open manner, ensuring that students have equal opportunities to discuss their experiences and report any concerns. Student Representatives are also responsible for reporting any equality and diversity issues to the Students' Union President.

4.4 Steering Committee

The Steering Committee members have a collective responsibility to approve, review and monitor the Equality & Diversity Policy, holding the Union to account for its actions in relation to the policy.

5.0 Training and Communication

5.1 Equality & Diversity Training

The Students' Union President will ensure that all Union staff, elected officers and student volunteers receive equality and diversity training that is appropriate to their role. However, the Union will aim to go beyond compliance and empower staff and students to act positively and equitably by creating and maintaining an environment where equality of opportunity is promoted.

5.2 Accessibility

This policy will be available for public view by being published on the Students' Union's website: www.nuasu.ac.uk/documents.

5.3 Queries and Questions

Any queries or questions relating to this policy can be directed to the SU President at: su.president@nua.ac.uk.

6.0 Recruitment and Employment

6.1 Recruitment

The Union aims to encourage applications from eligible applicants; to ensure that all applicants are treated fairly and to appoint the individual who is best suited to the post, selected solely on merit.

The Union will respond constructively to requests from applicants with disabilities for reasonable adjustments to be made to application and selection arrangements and, where an appointment is made, to premises and work arrangements.

6.2 Employment

The Union will make reasonable efforts to provide a working environment where the ethos, standards and practices are conducive to the well-being of all employees.

All Union staff are expected to comply with and actively promote the Union's Equality and Diversity Policy in their roles and will be given the necessary training to enable them to do this.

The Union will seek to develop an ethos in which all staff, regardless of role, are valued and will promote a range of working patterns, schemes, facilities and benefits which recognise and help staff to resolve their work and personal commitments.

The Union will consider requests from individuals who wish to alter their working arrangements via the flexible working application because of changing personal circumstances and will develop a working environment that accepts and values different patterns of employment and career development.

The Union will seek to make reasonable adjustments for members of staff who become disabled or whose disability worsens during the course of their employment.

The Union will ensure that appropriate staff development and appraisal schemes are in place for all categories of staff which take account of the principles of equality and diversity.

7.0 Terminology

Bullying	The use of force, threat, or coercion to abuse, intimidate or aggressively dominate others.
Club & Society Officers	The elected leaders of a Union affiliated Club or Society as named on the Club or Society constitution.
Discrimination	The unjust or prejudicial treatment of different categories of people.
Diversity	A concept that encompasses acceptance and respect, understands that each individual is unique, and recognises our individual differences.
Equality	Ensuring that individuals, or groups of individuals are not treated differently or less favourably because of a protected characteristic.
Equality Act 2010	The main legislation that protects people from discrimination.
Harassment	Behaviour that is persistent and unwanted and appears to be disturbing or threatening.
Membership	Includes all elected Officers and current NUA students (including those that attend on a full time and part-time basis, any student on intermission and any student participating in Erasmus.)
Non-Portfolio Members	All current students at NUA are members of the Union unless they have formally opted out.
Steering Committee	The governing members of NUA Students' Union.
Student Representatives	A student elected by the peers of their course year, serving a year long minimum term of office.
Protected Characteristics	The nine characteristics that are protected by law from discrimination.
Union Staff	Professionals who work for the Union or on secondment from the University to support the running and management of the Union and its activities.
Victimisation	When someone is treated badly because they have complained about discrimination or helped someone who's been the victim of discrimination.