

RACE EQUALITY POLICY

1 Values

The University of Greenwich is committed to race equality, eliminating unlawful discrimination and promoting good relations between people of different ethnic groups. We value the diversity of our staff and students and will continue to work towards a fully inclusive learning environment with equality of opportunity for all.

The University of Greenwich believes in the principle of social justice and is committed to challenging all forms of inequality. We aim to embed equality in all strategic, school and office plans, to ensure equality is a guiding principle. We set out to eliminate unlawful discrimination and to ensure compliance with our policy of equality.

2 University Context

2.1 University of Greenwich Mission

The University of Greenwich nurtures excellence in learning and teaching, research, consultancy and advanced professional practice serving a range of international, national and regional communities.

2.2 Objectives

Our primary function is to provide education for our students, and we employ staff who work together to achieve our strategic objectives, which are:

- To continue to enhance the quality of; learning and teaching, research, consultancy and advanced professional practice.
- To nurture excellence by ensuring student support, which enhances the capabilities of students and assists them to fulfil their potential.
- To offer programmes of study which explicitly link curriculum development and research activity.
- To attract and retain students and staff from a wide range of backgrounds and to enhance equal opportunities for all.
- To develop effective local, regional, national and international partnerships with other educational institutions, professional bodies, and public and private enterprises.
- To engage with local and regional communities, and to provide services which meet their needs and encourage participation in University activities.

3. Legislation

The University of Greenwich undertakes to eliminate unlawful discrimination, promote equal opportunities and promote good race relations between persons of different racial groups, welcoming the duties as specified by the Race Relations (Amendment) Act 2000.

The Race Relations (Amendment) Act was the legislative response to the McPherson report on the Stephen Lawrence Inquiry that highlighted the issue of institutional racism and the need for race equality considerations to be built into public service organisations.

The specific duties under the Act state that we should:

- Publish a written Race Equality Policy
- Assess the impact of relevant policies
- Monitor the admission and progress of students, and the recruitment and progression of staff
- Take reasonable steps to publish the results of its monitoring, assessment and review

Although we recognise that there can be a strong link between the areas of race and religion, this policy concentrates on race alone, mirroring legislation. Issues regarding religion are dealt with in a separate policy document.

4. Aims

4.1 Promote equality of opportunity and outcomes and promoting good race relations

The University of Greenwich is committed to promoting equality of opportunity and good race relations in its own work and work done with others. We aim to ensure that our curriculum meets the needs of a 21st century society in which diversity and equality are valued.

We recognise that education and awareness raising are a vital part of promoting equality of opportunity and good race relations, and are committed to further develop diversity training (face-to-face and via the web), and awareness raising initiatives and events for students and staff.

We will continue to extend existing practices to promote race equality, not only for our staff but also within local communities.

4.2 Elimination of racial discrimination

Under the Race Relations (Amendment) Act 2000, it is unlawful for a person to discriminate on racial grounds against another. The Act defines racial grounds as including race, colour, nationality or ethnic or national origins.

We recognise that these types of discrimination may be carried out by persons of any race or ethnic origin, against persons of different races or ethnic groups. No form of racial discrimination will be tolerated.

4.2.1 Recognising Discrimination

There are four main types of racial discrimination: direct, indirect, victimisation and harassment

Direct discrimination is when someone is treated less-favourably on 'racial grounds' than other people in the same or a similar situation. Segregating a person from others on racial grounds is defined by the Act as less favourable treatment and constitutes direct discrimination

Indirect discrimination is when a rule or condition is applied but people from a certain racial group are not able to meet that rule and there is no justifiable reason for the rule.

Victimisation. It is unlawful to victimise someone for having brought a complaint of racial discrimination under the Act, for giving evidence or information relating to proceedings, or for alleging that discrimination had occurred.

Harassment and/or bullying occurs when someone's actions or words are unwelcome and violate another person's dignity, or create an environment that is intimidating, hostile, degrading, humiliating or offensive. Examples of such behaviour include derogatory name-calling, insults and racist jokes, racist graffiti, verbal abuse and threats, and ridicule of an individual for cultural differences.

Noted below are examples of the breach of our Race Equality Policy which normally lead to disciplinary action:

- Racially motivated physical attack or threatening behaviour targeted at students, staff or visitors.
- Harassment and the undermining of students, staff or visitors by staff or student.
- Distribution and display of materials contrary to the spirit and the letter of the policy such as graffiti, badges, insignia, posters, literature etc.

- Any attempt to obstruct students, staff or visitors in applying the policy or seeking information in relation to its implementation.

5 Breaches of the Policy

We encourage a working and learning environment in which harassment and discrimination are neither tolerated nor acceptable and where individuals have the confidence to complain without fear of reprisals. Any breach of our Race Equality Policy will be viewed very seriously and may result in disciplinary action being taken. Complaints may be made through the:

- Harassment and Bullying Policy
- Staff Disciplinary and Grievance Procedure
- Student Complaints Procedure

Although students and staff are encouraged to use internal complaints systems, this does not prevent individuals from using external mechanisms or legal agencies such as:

- Police
- Citizens' Advice Bureau
- Greenwich Council
- Medway Council
- Commission for Racial Equality

5.1 Provision of support systems for students or staff experiencing racial discrimination or harassment

The University of Greenwich has several support systems for students or staff who are experiencing racial discrimination or harassment:

5.1.1 Students

Students' Union Welfare Advisors – The Students' Union provides advisors to support students on a range of issues. The Students' Union also provides advocacy support.

Diversity Officer – The Diversity Officer works with students to offer advice and help to resolve problems and concerns at the informal stage using a variety of techniques including advocacy, mediation and conciliation.

Listening ears – Each School has staff who are Listening Ears. These are trained staff who can offer help and advice about any issue a student is concerned with.

Harassment Counsellors – Specially trained staff offer support to students who feel they are experiencing any form of harassment within the University.

Counselling Service – A confidential drop-in service is available on every campus. Email and telephone counselling are also available.

Chaplaincy – The University Chaplains on campus provide confidential, non-judgemental support to those of all faiths and to those of no faith. The University chaplains are Christian. We also have details of our associate chaplains of various denominations and world faiths.

5.1.2 Staff

Harassment Counsellors – Specially trained staff offer support to staff who feel they are experiencing any form of harassment within the University.

Counselling Service – A confidential drop-in service is available on every campus. Email and telephone counselling are also available.

Union Representatives – Staff Unions represented on Campus can provide support and advice on a range of issues.

6 Accountability and Responsibility

The **University Court**, as the governing body, has ultimate responsibility for the elimination of racial and religious discrimination and harassment. The Court is responsible for ensuring that the University implements all Race Relations legislation

The **Vice-Chancellor** is responsible for demonstrating commitment and providing leadership in promoting race equality, for ensuring that the Race Equality Policy and Action Plan is implemented and that managers at all levels are aware of their responsibilities in this area.

The **Registrar and Secretary** has overall responsibility for co-ordinating development, maintenance and monitoring of race equality policy and supporting procedures.

The **Pro-Vice-Chancellors**, and other designated officers, are also responsible for demonstrating commitment and providing leadership in promoting race equality and for ensuring that policies and practices within their areas promote race equality.

School Boards and Heads of Offices are responsible within their school or department for leading implementation of the Race Equality Policy and for contributing to the Race Equality Action Plan. School Boards/Heads also

have a responsibility to implement relevant sections of the plan and are responsible for ensuring that processes dealing with complaints of racial discrimination; harassment and bullying are fair and equitable. School Boards/ Heads have an additional responsibility to support their staff in developing inclusive programmes of study, and developing inclusive teaching practice.

The **Diversity Manager** is responsible for providing advice, guidance and support on the application of this policy and for developing annual action plans in consultation with other staff, students and stakeholders. The Diversity Manager is also responsible for the co-ordination of implementation and for joint working with Schools and departments in specific initiatives.

Committee Responsibility

All of our committees have a general responsibility to eliminate discrimination and promote equal opportunities in the daily life of the University through the application of the policies and procedures which they address. Equality and Diversity issues should be a regular agenda item on all committees.

Individual responsibility

Every member of the University community is responsible for adhering to our Race Equality Policy and will be expected to apply it's principles in day-to-day work and activities. The University community consists of students, staff, visitors, contractors, suppliers, partners and partner colleges.

In addition, all community members are expected to show respect to others, whatever their race, culture, ethnic or religious background. Individuals should be aware of what constitutes racial discrimination and/or harassment and to challenge such behaviour.

7 Teaching, Learning and the Curriculum

We recognise the importance of an inclusive curriculum and learning environment and will continue to work with Schools to support them on developing programmes of study which are inclusive of all our students.

Individual academic staff have a personal responsibility to develop programmes of study to ensure they are representative of a diverse student population. All programme proposals should include a statement which outlines how race equality and diversity issues will be addressed. Support in this development is available from the Diversity Manager.

The Diversity Manager also supports academic staff in the sharing of good practice.

8 Implementation of the Policy

The Race Equality Policy will be implemented according to the responsibilities outlined above. In order to ensure widest dissemination and awareness, Heads of Schools, Departments and Offices will be responsible for identifying where implementation needs to take place within their remit.

All staff are strongly encouraged to read the Race Equality Action Plan fully and incorporate relevant actions into their departmental or personal planning. The Diversity Manager will co-ordinate and support Heads of Schools and Departments in this work, and will produce an annual report on progress across the University.

9 Specific Legislative Duties

9.1 Consultation

We are committed to consulting with staff and students from all ethnic backgrounds to identify their needs and opinions and provide opportunities for them to influence policy and practice.

In the development of the Race Equality Policy, consultation took place with trades unions, the students' union and associations for staff and students from ethnic groups. The Race Equality Scheme Task Group included staff from most Schools and Offices and student representation.

We will carry out consultation using focus groups, consultation meetings, task groups, questionnaires, interactive internet initiatives and email briefings.

9.2 Training

We will provide race equality training for our governors and for staff. Staff will receive information on race equality and their responsibilities during the induction process, and we plan to develop face-to-face and internet training on Race Equality for all staff currently in post.

Students receive race equality information during their orientation to the University.

9.3 Planning

Race Equality Planning is linked to the strategic planning process, and the Race Equality Plan feeds into each School and Office's Annual Review and Planning Document.

9.4 Race Equality Plan

The following functions have been prioritised for relevance to race equality and provide the framework for the Race Equality Plan.

- Governance and Management
- Student admissions, access and participation
- Curriculum, teaching and learning
- Assessment processes
- Student support and guidance, including induction, support and welfare arrangements that address the particular needs of overseas students
- Student behaviour and discipline
- Staff recruitment and progression, grievance and discipline
- Staff and student complaints
- Provision of facilities/services
- Procurement and relationships with contractors, placement agencies and other service providers
- Partnerships and community links

The Race Equality Plan is reviewed annually, in consultation with a wide range of staff and students, including those from different ethnic groups.

9.5 Monitoring

We will monitor the admission and progress of students and the recruitment and development of staff from different racial groups and publish the results of this monitoring on an annual basis. This data will be gathered and processed in line with data protection legislation and the results will be analysed in order to inform the development of policy and practice. Areas of monitoring will include:

Staff monitoring

- Applications and appointments
- Analysis of full-time, part-time and contractual status by racial group
- Grievance and discipline
- Level of seniority
- Training opportunities
- Promotions
- Consultancy work

Student Monitoring

- Applications
- Success rates
- Retention and progression rates
- Student assessment

- Work placements
- Reported cases of racial harassment
- Complaints and appeal
- Destination of leavers

9.6 Publishing

We will ensure that all staff and students have access to this policy. It is available in electronic format from the Diversity web pages, and linked via other sections of the intranet. Email communication to both students and staff, providing a link to the policy, will take place regularly. We will make the policy available in alternative formats, such as Braille, large print and audio tape, on request. Significant trends arising from assessment and monitoring will also be published on an annual basis.

Our prospectus contains a statement of equal opportunities and our commitment to racial equality, as do our student handbooks and induction books.

Information on equal opportunities and diversity is contained in our annual report.

10 Assessing the Impact of Policies

The University will monitor the impact of its policies on students and staff from different racial groups. We will use the information gathered to adapt policies, seeking to remove any inequalities.

The University is committed to a process of impact assessment of all relevant policies, starting in 2006, and this process will continue on a 3 year cycle.

See **Appendix A** - Impact Assessment Process

11 Related Policies

Race Relations is of relevance to all work of the University, but some areas of our work have higher relevance. The following is a list of high priority policies. This list is not exhaustive.

- University Accommodation Regulations
- Student Appeal Regulations
- Complaints Procedure
- Student Disciplinary Regulations and Procedures
- Staff Disciplinary Procedure
- Students' Charter
- Learning and Teaching Strategy
- Equal Opportunities Statement
- Data Protection Act Code of Practice
- Code of Practice on Freedom of Speech
- Enhancing the Learning Experience for Students
- Working with the Community
- Nurturing staff
- Promoting Diversity – Policy for Good Practice in University Publications
- Harassment and Bullying Policy

APPENDICES

APPENDIX A

Impact Assessment Process

The Impact Assessment Committee, supported by the Diversity Manager will have responsibility for the following:

- Mapping Exercise – to collect information on existing policies and functions
- Screening Process – to identify the aims of the policy, which allows for screening of equality relevance
- Prioritisation – ranking policies into high, medium and low risk categories

The Committee reports to the Vice-Chancellor.

The Committee will then identify groups of staff and stakeholders to be involved in individual impact assessments. An impact assessment tool will be created and be available for use from 2006.

The process for individual impact assessments is as follows:

1. Identification of individuals who should be involved in the impact assessment process.
2. Consideration of available data.
3. Collecting additional data (if necessary).
4. Interpretation of data.
5. Consultation – all internal and external stakeholders and equality target groups.
6. Assess impact.
7. Identify any justification for differential impact.

When individual impact assessments have been carried out, the findings will be presented to the Impact Assessment Committee, who will be responsible for the:

- Elimination or reduction of any adverse impact
- Creation of impact assessment report
- Publication of report and findings

The Impact Assessment Committee will report to Academic council, and feedback to the Learning and Quality Council,

Results will be published primarily through the Diversity web pages, though other avenues may be used as necessary.

APPENDIX B

Current Initiatives

We work with local partners and key public agencies, including Greenwich Council, the Metropolitan Police, the Health Service, the Learning and Skills Council and the Connexions Service. We are a key player in the Local Strategic Partnership. We will build on these links to promote race equality issues not only for our students, but also for our local communities.

As one of a range of strategies the University has had a number of successful mentoring schemes since 1994 including a specific mentoring scheme for minority students. Students have participated in mentoring through these schemes which aim to widen their career horizons by bringing to their attention positive role models. The University's policy is to sustain and develop its Mentoring Scheme as one strategy for promoting equality of opportunity and tackling disadvantage.

Our agreement to work with Charlton Athletic Football Club to promote racial harmony is an example of an innovative community link. Special lectures and events celebrating Black \history Month are also examples of successful collaborations with the London Borough of Greenwich in celebrating diversity which will be built on in the coming year. The Stephen Lawrence Building houses and coordinates outreach activities.