

PROMOTION OF RACE EQUALITY FOR STAFF: CODE OF PRACTICE

1.0 Introduction

1.1 The University's policy statement on equal opportunities in employment recognises the University's legal obligations as a provider of education and other services. As a public body the University has particular responsibility for race equality and the promotion of good relations between people of different racial groups.

1.2 The University's governing body, the Council, has approved the following race equality policy:

The University recognises that as a public body it has a particular responsibility to promote race equality. The University as an employer, an education and service provider, and a purchaser of goods, works and services, is committed to the elimination of unlawful racial discrimination and the promotion of good relations between people of different racial groups. It will monitor and review the impact of its policies and procedures on race equality and will take steps to ensure that all members of the University community are aware of their responsibilities under the University's Codes of Practice on the Promotion of Race Equality

1.3 The purpose of this Code of Practice is to outline practices by which the University's policy statement on race equality may be given full effect and to ensure that the University fulfils its obligations under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000. This Code should be read in conjunction with the University's Equal Opportunities in Employment: Code of Practice which is designed to promote equality of opportunity for all its staff.

2.0 Promotion of Race Equality for Staff

2.1 The University is an international and multicultural community which values and encourages diversity. The University is a major employer and provider of education and other services. Through its policies and practices the University is committed to equality of opportunity and fair treatment for all its

students and staff and for potential members of its student and staff community and for other users of its services.

- 2.2 The University will promote race equality by monitoring and assessing the impact of its policies and practices on employees and applicants for employment from different racial groups. This will enable the University to identify any area where a policy or practice has a different outcome for people from different racial groups and to assess whether the cause of this different outcome might constitute unjustifiable discrimination. If the cause does constitute unjustifiable discrimination, action will be taken by the appropriate body within the University to review and revise the policy or practice to ensure that all employees or applicants for employment receive equality of opportunity and fair treatment.
- 2.3 The University similarly has obligations towards the equality of opportunity and fairness of treatment for its student community and users of its services. Staff have a responsibility to ensure that all members of the University community are treated with dignity and respect. The University will seek to ensure through appropriate procedures that staff fulfil these obligations.
- 2.4 All employees have responsibility under this Code of Practice to uphold the University's race equality policy. They are encouraged to assist in the elimination of any practices that result in unlawful racial discrimination by drawing them to the attention of the Pro-Vice-Chancellor with particular responsibility for the area concerned via the Director of Human Resources. Staff are also encouraged through the same route to identify any policies, procedures or practices that undermine the University's aim to promote good relations between people of different racial groups.

3.0 Monitoring and Review of Policies and Practices

- 3.1 The University will monitor and review the impact of its policies and practices on employees and applicants for employment from different racial groups and take positive action to ensure that its policy on race equality is fully implemented. Such action will include the provision of training, particularly for key staff groups where monitoring indicates that an area of policy or practice requires revision.
- 3.2 The University will develop and keep under review indicators of the impact of its policy and practice in employment and the provision of other services. These will include:
 - Staff in post
 - Applicants for jobs, promotion and training
 - Staff recruitment and selection
 - Career development and reward
 - Grievances
 - Disciplinary action
 - Numbers of staff receiving training
 - Leavers

The Human Resources Policy Committee will monitor and assess the outcomes of policy and practice in these areas for staff and applicants from different racial groups, and will report to its parent body on these outcomes and on any remedial action being taken to ensure that the University's race equality policy is upheld.

- 3.3 Particular responsibility for monitoring and review rests with the Human Resources Policy Committee, which is responsible to the University's Council for the implementation, monitoring and review of the race equality policy (and its overarching equal opportunities policy) in connection with all employment matters in the University. The Committee is chaired by a Pro-Vice-Chancellor, accountable to the Vice-Chancellor, who is responsible for ensuring that these duties with respect to equal opportunities are carried out. It will receive an annual report on the operation and evaluation of the University's Policies and Codes of Practice relating to equal opportunities, including race equality. The Committee will also address as and when necessary matters of policy or practice having an impact on the equal opportunities of the University's employees or applicants for employment.
- 3.4 As the governing body of the University, the Council carries ultimate responsibility for the welfare of staff and students and for ensuring that the policies and practices of the University comply with its equal opportunity policy statement, including its policy on race equality. The Council will receive the annual report of the HR Policy Committee (see above) and consider any matters of policy or practice having an impact on the equal opportunities, including race equality.
- 3.5 The University will use its corporate publications, including the Annual Report and internal staff newsletter, to publicise monitoring information and ensure that its existence and availability is made widely known to the broader community. Summaries of monitoring information will also be made available on the University's website. Developments or changes to the publicity programme will be discussed and reported to the HR Policy Committee.