

BRIEFING NOTE 17 – DISCLOSING YOUR RELIGION OR BELIEF

1.0 How to disclose your religion or belief

- 1.1 Staff can update their personal information by logging into the UEA's Self Service Portal at <https://myview.uea.ac.uk/dashboard/> . Once logged staff can go to the 'Equal Opportunities' section of 'My Details' and edit their personal details.
- 1.2 The information provided will be kept confidential, will be used for monitoring purposes only and will be published in a format that will not identify individuals.

2.0 Why disclose your religion

- 2.1 The University records the religion or belief of staff through the information declared on the equal opportunities monitoring form.
- 2.2 The number of staff disclosing their religion or belief has increased steadily in recent years. An [Annual Report](#) is published with statistics each year.
- 2.3 The University appreciates that some staff might be concerned about disclosing their religion or belief and if this is the case, staff are welcome to speak with Human Resources Managers/Advisers on a confidential basis to ask any questions they may have about disclosing their religion or belief.
- 2.4 Some staff might be concerned about:
 - Obtaining or retaining a job at the University
 - Gaining promotion

- How their manager might respond
- How they might be treated in the workplace

2.5 If you have any concerns, please contact Human Resources where you can discuss your concerns on a confidential basis.

2.6 It is important that staff disclose their religion or belief. As more staff disclose their religion or belief, the University will be able to gather more realistic data and make more informed decisions in respect of issues that relate to staff of different religions or beliefs and their needs in the workplace.

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