

## **Equality, Diversity and Inclusion Policy**

### **1. Policy statement/commitment**

IDS is committed to eliminating discrimination and to embedding and supporting equality, diversity and inclusion among our workforce, in our work and in all our activities. Promoting a culture of equality, diversity and inclusion is central to our values and vital to our success.

The Equality Act 2010 legally protects people from discrimination and unfair treatment in the workplace and in wider society. It extends to nine areas known as protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation). Please see appendix 2 for further information on these characteristics. This policy explains how IDS ensures it meets the requirements of the act and goes beyond these to support equality, diversity and inclusion for everyone in all that we do.

IDS recognises and values diversity and inclusion and will make every effort to provide a supportive working and studying environment. We aim to give each individual the opportunity to develop skills and talents to their full potential, to work or study in a safe, supportive and inclusive environment, be fairly rewarded and recognised for their work and have a meaningful voice, regardless of identity or background. Discrimination, harassment, bullying and victimisation will not be tolerated, and will be regarded as misconduct which will be dealt with through our disciplinary procedure or other appropriate process. Decisions (such as those relating to employment or studies) will be based on skills, abilities and merit and not on the characteristics or identities of an individual.

IDS has high expectations of professionalism from our staff and all those in the wider IDS community, both in our own workplace and in the settings we work in around the world, often with vulnerable people. We expect people to behave always in a way that is in-keeping with our values – of respectfulness and inclusivity, as well as excellence and resourcefulness. These are values and modes of behaviour that are an embedded, implicit part of the culture, ethics and professionalism of IDS.

IDS will ensure that equality is embedded in our work, policies, decisions and culture. We want our staff and students to reflect the diverse characteristics of our communities.

### **2. Scope**

This policy sets out how we operate with others in the course of our work and what our expectations are for those who engage with us. It applies to all staff, whether working on a paid or voluntary basis, as well as all other members of the IDS community, including students, partners, visitors, funders, trustees, volunteers, job applicants and customers, all of whom have the right to be treated with dignity and respect in their interactions with us.

This policy covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation as set out in the Equality Act 2010. We are also committed to avoiding discrimination on any other basis, characteristic or identities not specified in the Act, and we are committed to avoid stereotyping or assumptions based on actual or perceived characteristics. We also recognise that discrimination can focus specifically on intersectional identities; for example but not limited to, having or being perceived

to have a particular combination of identities. We believe that actions taken to eliminate unlawful discrimination equally have beneficial effects on all members of the IDS community and will help eliminate other forms of prejudice and discrimination.

### **3. Roles and responsibilities**

- a) IDS Board of Trustees, who will oversee and monitor the Institute's approach to equality, diversity and inclusion and receive regular reports from management.
- b) Strategic Leadership Group, who will promote and champion equality, diversity and inclusion, model behaviours, set policy and approach, ensure measures are put in place to deliver the policy and address any breaches.
- c) Members of the Strategic Leadership Forum, and the group as a whole, who will promote and champion equality, diversity and inclusion, and act in accordance with the policy in all aspects of their work and decision-making.
- d) All staff and members of the wider IDS community, who will behave in line with the relevant IDS code of conduct, participate in any training provided and raise any concerns about potential discrimination or bias they experience, (or believe others may have experienced) with the relevant person.
- e) Other individuals, such as those sitting on selection or promotion panels, who make or contribute to decisions affecting employment or study.
- f) Human Resources, who will coordinate the overall policy approach and implementation, provide training, undertake data collection and monitoring, support managers to address any potential breaches, and offer support.
- g) Recognised trades unions (UCU and UNISON) who will contribute to policy development and approaches to deliver equality, diversity and inclusion.
- h) Equality, diversity and inclusion champions, who will champion equality, diversity and inclusion and the commitments of the policy, contribute to policy development, supporting guidance and action planning, provide insights and suggestions, and proactively identify and drive improvements.
- i) University of Sussex students who study at IDS, who, as well as abiding by the relevant university policies and procedures, will be expected to behave in accordance with the principles and values of this policy and to raise any concerns about potential discrimination or bias they experience, (or believe others may have experienced) with the relevant person.

### **4. Implementation, monitoring and review**

This policy will be put into action through the following measures:

- a) The development, implementation and review of effective employment and other policies and practices which are consistent with the commitment of this policy, actively promote equality, diversity and inclusion, and remove the risk of discrimination arising.
- b) Reasonable adjustments to allow full accessibility which enables those with a disability and/or additional needs to overcome barriers and flourish in the working, learning and social environment.
- c) The provision of training, induction, education, guidance and awareness raising to enable all members of the IDS community to act in accordance with this policy.
- d) Clear feedback and complaint routes and prompt action to address any potential or actual acts of discrimination, harassment or bullying under the relevant policy.
- e) The collection, analysis and transparent reporting of data to enable the effectiveness of this policy to be monitored and action identified to make improvements.
- f) The provision of a building and services which are welcoming and accessible to all as far as is reasonably possible, including proactive actions to enable participation.
- g) A group of equality, diversity and inclusion champions who will keep the aims and implementation of this policy under review and identify areas for improvement.
- h) Setting and achieving objectives and ambitions, including through gaining recognised charter marks.
- i) The use of appropriate language, visual material and tools across all of IDS' work to avoid the risk of any discrimination and to increase accessibility.

This policy will be reviewed within its first three years and regularly thereafter.

## **5. Related policies**

This policy should be read in conjunction with the relevant documents listed below. This is not an exhaustive list and this policy may also be considered alongside any other IDS policy or process.

- Action plan on implementing the equality, diversity and inclusion policy (to be developed)
- Code of Conduct
- Complaints procedure
- Equality Act 2010
- Grievance procedure
- Policy to prevent harassment and bullying at work
- Safeguarding Policy
- Recruitment and Selection Policy
- Wellness/Sickness Policy (when developed)

The routes for complaint vary by role and are summarised below. Please refer to the relevant policy for further information.

- IDS employees should follow the grievance procedure;
- Students should follow the University of Sussex procedures (please refer to the University of Sussex website or contact a member of the teaching team);
- All other members of the IDS community or those external to IDS should use the complaints procedure.

#### Revision History

Issue Number	Date	Changes Made	Owner	Approved By	Date of next review
2	Nov 2019	Review date column added to this table	Tina Gotts	Jo O'Reilly	Nov 2021
1	February 2019	First Issue, replaces Equal Opportunities Policy	Director of HR	Strategic Leadership Group, 6/3/19  JJNC (UNISON and UCU) 10.4.19	

## **Appendix 1 – Definitions**

### ***Bullying***

- Bullying is not explicitly covered by the Equality Act, but is defined in IDS' policy to prevent harassment and bullying at work as 'characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient'.

### ***Disability Inclusion***

- Disability inclusion means enabling people with disabilities to have an equal opportunity to access services and opportunities. It involves addressing the physical, communication, legal and attitudinal barriers that people with disabilities face.

### ***Discrimination***

- ***Direct Discrimination***
  - Direct discrimination occurs where someone is treated less favourably directly because of a protected characteristic.
  - For example, a job advert asks only for people in a certain age group to apply.
- ***Associative Discrimination***
  - Associative discrimination occurs where someone is directly discriminated against because of the protected characteristic of someone they are associated with, such as a friend, family member or colleague.
  - For example, an individual is not offered promotion because they care for a relative with a disability and its thought this will impinge on their performance.
- ***Discrimination by perception***
  - Discrimination by perception occurs where someone is directly discriminated against because they are thought to have a protected characteristic, regardless of whether the perception is correct.
  - For example, an individual is not offered a role because they are perceived to be pregnant.
- ***Indirect Discrimination***
  - Indirect discrimination occurs where a provision, criterion or practice is being applied equally to a group of employees/job applicants, but it has the effect (or will have the effect) of putting those who share a protected characteristic at a particular disadvantage compared to those who do not have that characteristic.
  - For example, a job advert asks for ten years' experience, which excludes younger candidates.

### ***Diversity***

- Diversity is about recognising, celebrating and valuing difference, people's different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce which benefits from a range of perspectives.

## **Equality**

- Equality is about having a consistent, fair, flexible approach to people in the workplace to ensure everybody has an equal opportunity to access employment, training, development and other work-based opportunities based solely on merit and free of any direct or indirect discrimination, harassment or bullying.

## **Gender and transgender**

- UK Government Equalities Office guidance notes: 'Although the words 'gender' and 'sex' both have the sense of 'the state of being male or female', they are typically used in different ways. 'Sex' tends to refer to biological differences, while 'gender' tends to refer to cultural or social ones. A transgender person is someone who feels that the sex they were assigned at birth (male or female) does not match or sit easily with their sense of their own gender. Transgender people include those who may describe themselves as transsexual, transgender, a cross-dresser (transvestite), non-binary and anyone else who may not conform to traditional gender roles. It includes those who have transitioned from male to female (transgender women) or from female to male (transgender men) as well as those who do not have a typically 'male' or 'female' gender identity (non-binary)'.<sup>1</sup>

## **Harassment**

- Harassment is defined in the Equality Act as unwanted conduct related to a relevant protected characteristic or of a sexual nature. It must have the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

## **Inclusion**

- An inclusive approach enables a diverse range of people to have the opportunity to work together effectively, where everyone feels valued, contributions matter and all are able to perform to their full potential, whatever their background, identity or circumstances.

## **Intersectionality**

- Intersectionality is the recognition that all have multiple, overlapping and interconnected identities and characteristics, such as race, gender and sexuality. These can be regarded as creating overlapping and interdependent systems of discrimination or disadvantage.

## **Positive action/positive discrimination**

- Positive action is when an employer takes steps to help or encourage certain groups of people with different needs, or who are disadvantaged in some way, access work or training. *Positive action is lawful under the Equality Act.*
- Positive discrimination is recruiting or promoting a person solely because they have a relevant protected characteristic. Setting quotas to recruit or promote a particular number or proportion of people with protected characteristics is also positive discrimination. *Positive discrimination is unlawful in the UK.*

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<sup>1</sup> Government Equalities Office, 2016 – Providing  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484857/Providing\\_services\\_for\\_transgender\\_customers-a\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/484857/Providing_services_for_transgender_customers-a_guide.pdf)

### ***Protected Characteristics***

- There are nine protected characteristics in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

### ***Reasonable adjustment /accommodation***

- Employers must make reasonable adjustments to enable workers with disabilities to undertake their roles effectively.

### ***Unconscious Bias***

- Everyone has unconscious biases. The brain receives information all the time from our own experiences and what we read, hear or see in the media and from others. The brain uses shortcuts to speed up decision-making and unconscious bias is a by-product. There are times when this sort of quick decision making is useful, for example if faced with a dangerous situation, however it is not a good way to make decisions when dealing with recruiting or promoting staff. Unconscious thoughts can be based on stereotypes and prejudices that we may not even realise we have.

### ***Victimisation***

- Victimisation in the Equality Act is when an employee suffers a detriment (something that causes disadvantage, damage, harm or loss) because of making an allegation of discrimination, supporting a complaint of discrimination, giving evidence relating to a complaint about discrimination, raising a grievance concerning equality or discrimination or doing anything else for the purpose of the Equality Act.

## **Appendix 2 – Further details on the protected characteristics included in the Equality Act 2010**

The following provides further information about the protected characteristics covered by the Equality Act, as they are described in the act. It does not reflect IDS's view of these characteristics, or the terminology or descriptions used.

**Age** – an individual's actual age, or the age they are thought to be, whether younger or older. There are limited provisions for different treatment on the grounds of age in, for example, redundancy payments or benefits based on length of service.

**Disability** – Under the act a person is considered disabled if they have a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. In the workplace such activities are taken to include things like using a telephone or computer, interacting with colleagues, following instructions, driving and carrying everyday objects.

**Gender Reassignment** – the act covers someone who proposes to go through, is going through or has gone through a process, or part of a process, to change their gender from man to woman or woman to man. A person making this change is described in the Act as a 'transsexual' person. Gender reassignment does not have to involve any medical supervision. For example, a person who chooses to reassign their gender and lives permanently as the opposite sex without having any hormonal or surgical therapy is protected. Genders outside of man (which includes woman transitioning to man) and woman (which includes man transitioning to woman) are not explicitly protected under UK law.

**Marriage and civil partnership** – those who are married or in a civil partnership. Single people and couples in relationships which are not currently legally recognised are not covered by the act.

**Pregnancy and maternity** – those who are pregnant or taking/seeking to take maternity leave. A person who is pregnant or on maternity leave must not be treated unfavourably because of their pregnancy or maternity leave. Specific provision is made in redundancy situations for those who are pregnant or on maternity leave.

**Race** – includes race, colour, ethnic origin, national origin and nationality, and any combination of these aspects. It does not include local or regional distinctions (e.g. North/South of England).

**Religion or belief** – any religion with a clear structure and belief system (any religious or philosophical belief about a weighty and substantial aspect of human life and behaviour, worthy of respect in a democratic society and does not conflict with the fundamental rights of others). The act also covers those with a lack of religion or belief.

**Sex** – the biological sex of an individual.

**Sexual orientation** – towards people of the same sex, towards people of the opposite sex, towards people of the same sex and the opposite sex.