



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# **UCEM Code of Practice**

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## Equality and Diversity Policy

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# 1. Introduction

University College of Estate Management (UCEM) is committed to securing equal opportunities for all individuals; celebrating diversity and eliminating unfair discrimination in the pursuance of its mission. UCEM recognises that all people are individuals and it respects diversity and values all staff, associate staff, students and alumni. It believes individuals' different experiences; cultures and perspectives better enable UCEM to understand and add value to what it does.

This is reflected in the UCEM Student Charter where staff and students commit to:

'Communication that is based on mutual respect, courtesy and professionalism, recognising the equality of all and promoting diversity within the student community.'

UCEM extends this commitment to its students through a policy of widening participation across a diverse cohort of students and alumni from different cultures and backgrounds.

In exercising its policies, procedures and other functions UCEM will have due regard to its duties under the Equality Act 2010.

This policy adheres to the QAA Quality Code: Chapter B4 Enabling Student Development and Achievement: <http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B4.pdf>.

A separate Equal Opportunities and Dignity at Work Policy exists for UCEM staff in relation to employment matters; this can be located on the HR page of the intranet.

## 2. Equality and diversity statement

2.1 UCEM values equality and diversity, and believes that excellence will be achieved through recognising the value of every individual. UCEM is determined to ensure the following for all members of its community:

- To be treated as an individual solely on the basis of their abilities and skills
- To be treated with respect and dignity
- To be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement in a safe supportive and welcoming environment
- To ensure nobody is discriminated against as defined in the Equality Act 2010 with reference to 'protected characteristics'. It is against the law to discriminate based on a person's age, disability, sex, gender reassignment, race including colour, nationality, ethnic or national origin, religion or belief, sexual orientation, marital or civil partnership status, being pregnant or on maternity leave
- To afford students and employees the opportunity to fulfill their potential

2.2 UCEM requires all members of the community to recognise these rights and to act in accordance with fellow members of UCEM.

## 3. Scope of the policy

This policy applies to all students, and alumni. Staff (including associate tutors) should have reference to this Code of Practice, but are required to comply with the Equal Opportunities and Dignity at Work Policy as part of their employment contract.

## 4. UCEM's commitment

UCEM is committed to embedding equality and diversity in all of its activities. To achieve this aim UCEM will:

- Have regard to its obligations under relevant legislation, including the Equality Act 2010 and Public Sector Equality Duty.
- Treat individuals with dignity and respect and provide an environment in which all individuals are encouraged to participate fully, free from prejudice.
- In respect of students seek to attract a broad range of applicants to ensure all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. Decisions will be made on the basis of the published entry requirements.
- Use an evidence –based approach to inform UCEM's activities to increase equality and diversity with relation to staff and students.
- Monitor and publish data on staff, students and applicants to enable the monitoring of trends.
- Develop objectives and an action plan to report on progress on implementing equality and diversity. This will include the reporting requirements on diversity and widening participation required for the Apprenticeship provision.

## 5. Responsibilities

- 5.1 The Board of Trustees has overall responsibility for ensuring that UCEM complies with the requirements of the Equality Act 2010.
- 5.2 Academic Board is responsible for monitoring applicant and student data with regards to equality and diversity and overseeing strategies to promote equality and diversity with relation to the student body.
- 5.3 The Senior Leadership Team and Head of HR are responsible for monitoring staff data with regards to equality and diversity and developing strategies to promote equality and diversity of UCEM staff.
- 5.4 The Senior Leadership Team, Operating Committee and Line Managers are responsible for the day to day implementation of this Code of Practice.
- 5.5 All members of staff are responsible for ensuring they embed UCEM's commitment to equality and diversity in their working practices.

## **6. Raising an issue/Complaints**

- 6.1 UCEM will not tolerate discrimination, harassment, victimisation or bullying, and any allegation will be dealt with appropriately.
- 6.2 If a student wishes to raise a concern or issue they should contact the Student Advice Team.
- 6.3 UCEM staff should follow the grievance procedure/.
- 6.4 In the case of a complaint students and alumni should in the first instance refer to the UCEM Code of Practice: Complaints and Appeals.

## Appendix A

Relevant legislation includes but is not limited to:

*Equality Act 2010*

[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

*The Equality Act 2010 (Specific Duties) Regulations 2011*

[www.legislation.gov.uk/uksi/2011/2260/contents/made](http://www.legislation.gov.uk/uksi/2011/2260/contents/made)

*Equality Challenge Unit (2011) Public sector equality duty: Specific duties for England*

[www.ecu.ac.uk/publications/files/psed-specific-duties-for-england-sept11.pdf/view](http://www.ecu.ac.uk/publications/files/psed-specific-duties-for-england-sept11.pdf/view)

*Equality Challenge Unit (2011) The public sector equality duty: Specific duties for Wales*

[www.ecu.ac.uk/publications/files/psed-specific-duties-for-wales.pdf/view](http://www.ecu.ac.uk/publications/files/psed-specific-duties-for-wales.pdf/view)

*Equality Challenge Unit (2010) Anti-discrimination law in Northern Ireland*

[www.ecu.ac.uk/publications/anti-discrimination-law-in-northern-ireland](http://www.ecu.ac.uk/publications/anti-discrimination-law-in-northern-ireland)

*Equality and Human Rights Commission (2012) Equality Act 2010: Technical Guidance on Further and Higher Education*

[www.equalityhumanrights.com/uploaded\\_files/EqualityAct/technical\\_guidance\\_on\\_further\\_and\\_higher\\_education.pdf](http://www.equalityhumanrights.com/uploaded_files/EqualityAct/technical_guidance_on_further_and_higher_education.pdf)

*JISC Legal: Equality Act 2010 - A Summary Guide for Public Sector Organisations*

[www.jisclegal.ac.uk/ManageContent/ViewDetail/ID/1629/Equality-Act-2010--ASummary-](http://www.jisclegal.ac.uk/ManageContent/ViewDetail/ID/1629/Equality-Act-2010--ASummary-)

[Guide-for-Public-Sector-Organisations.aspx](http://www.jisclegal.ac.uk/ManageContent/ViewDetail/ID/1629/Equality-Act-2010--ASummary-Guide-for-Public-Sector-Organisations.aspx)

*Action on Access (2011) Disability Focus Guide - Widening Participation and Disability*

<http://actiononaccess.org>

*Skills Funding Agency: single equality scheme*

<https://www.gov.uk/government/publications/sfa-single-equality-scheme>

*Skills Funding Agency: Equality and Diversity:*

<https://www.gov.uk/government/organisations/skills-funding-agency/about/equality-and-diversity>

## Appendix B Related UCEM policies

Code of Practice: Admissions Policy

Code of Practice: Disability and Special Educational Needs

Code of Practice: Complaints and Appeals

Student Charter

UCEM Policy on Religious Observance

UCEM Staff Handbook: Equal Opportunities and Dignity at Work

UCEM Grievance Procedure

UCEM Freedom of Speech Policy

## Appendix C Benchmarked policies

Ifs Learning: <http://www.ifslearning.ac.uk/Policies/EqualityandDiversityPolicy.aspx>

University of Bristol: <http://www.bris.ac.uk/equalityanddiversity/policy.html>

University of Leeds: [www.equality.leeds.ac.uk/downloads/policies/Equality-and-Diversity](http://www.equality.leeds.ac.uk/downloads/policies/Equality-and-Diversity)

University of Oxford: <http://www.admin.ox.ac.uk/eop/universityofoxfordequalitypolicy/>

Open University: <http://www.open.ac.uk/about/main/management/policies-and-statements/statement-equality-and-diversity>

York University: <http://www.york.ac.uk/admin/eo/policies/EqualityDiversityPolicyStudents.htm>