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OF ESTATE MANAGEMENT

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# **UCEM Code of Practice**

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## **Equality and Diversity**

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# UCEM Code of Practice – Equality and Diversity

## 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 as an online provider offering part-time study and apprenticeships is already well placed to remove many of the traditional barriers to study and is committed to providing a truly accessible education which enables its students to enhance their career opportunities. 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 which outlines the expectations that all are treated with respect, courtesy and professionalism; the equality of all is recognised and diversity is promoted 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 Advice and Guidance: Enabling Student Achievement \(opens new window\)](#).

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 taking into account protected characteristics where appropriate;
- 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 afford students and employees the opportunity to fulfill their potential.

UCEM is committed to challenging discrimination in all its forms, 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.

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 and ensure all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. Decisions will be made based on 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 students and applicants to enable the monitoring of trends.
- Take all reasonable steps to comply with the provisions of its [Access and Participation Plan](#) (opens new window).
- Assess the impact of revised policies through an Equality Impact Assessment.
- Ensure that relevant resources are available in an accessible format to enable all to navigate them without unnecessary barriers, including those with:
  - motor difficulties;
  - visual, cognitive or hearing impairments.

### 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 as part of monitoring of the UCEM Access and Participation Plan.
- 5.3 The Executive, Senior Leadership Team, and Line Managers are responsible for the day to day implementation of this Code of Practice.
- 5.4 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 in accordance with the [UCEM Anti-Bullying and Harassment Procedure \(opens new window\)](#).
- 6.2 If a student wishes to raise a concern or issue, they should contact the Student Engagement 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: Student Appeals and Complaints \(opens new window\)](#).

## Appendix A: Relevant Legislation

Relevant legislation includes but is not limited to:

[Equality Act 2010 \(opens new window\)](#)

[The Equality Act 2010 \(Specific Duties\) Regulations 2011 \(opens new window\)](#)

[Equality Challenge Unit \(2011\) Public sector equality duty: Specific duties for England \(opens new window\)](#)

[The public-sector equality duty: Specific duties for Wales \(opens new window\):](#)

[Equality Challenge Unit \(2010\) Anti-discrimination law in Northern Ireland \(opens new window\)](#)

[Equality and Human Rights Commission \(2014\) Equality Act 2010: Technical Guidance on Further and Higher Education \(opens new window\)](#)

[JISC Legal: Equality Act 2010 - A Summary Guide for Public Sector Organisations \(opens new window\)](#)

[Action on Access \(2011\) Disability Focus Guide - Widening Participation and Disability \(opens new window\)](#)

[Skills Funding Agency: single equality scheme \(opens new window\):](#)

[Skills Finding Agency: Equality and Diversity \(opens new window\)](#)

## Appendix B: Related UCEM policies

[Code of Practice: Admissions and Recognition of Prior Learning \(opens new window\)](#)

[UCEM Code of Practice Neurodiversity, Disability and Wellbeing \(opens new window\)](#)

[Code of Practice: Student Appeals and Complaints \(opens new window\)](#)

[UCEM Student Charter \(opens new window\)](#)

UCEM Equal Opportunities and Dignity at Work [document for UCEM staff]

UCEM Grievance Procedure [document for UCEM staff]

[UCEM Freedom of Speech Policy \(opens new window\)](#)

[UCEM Code of Practice Safeguarding and Prevent \(opens new window\)](#)

[UCEM Safeguarding Procedure \(opens new window\)](#)

[UCEM Prevent Procedure \(opens new window\)](#)

[UCEM Anti-bullying and Harassment Procedure for Students \(opens new window\)](#)

[UCEM Online Safety Guidance \(opens new window\)](#)

## Appendix C: Benchmarked policies

[University of Bristol, Equality, Diversity and Inclusion \(opens new window\)](#)

[University of Leeds, Equality and Inclusion Policy \(opens new window\)](#)

[The Open University, Equality and Diversity \(opens new window\)](#)