



Dignity, Diversity and Equality Policy – Staff and Students

1. General Statement

- 1.1 The Anglo European College of Chiropractic (AECC) is committed to embracing Equality and Diversity throughout all its work with students, staff and the wider community as reflected within its Strategic Plan which states:

AECC is committed to developing and maintaining an institution where students from all backgrounds can flourish. AECC recognises the importance of equality of opportunity and promoting diversity. AECC's equalities and diversity policy covers age, disability, gender, sexual orientation, race, religious and political beliefs and transgender people, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

Specific objectives include:

- *To provide an admissions service commensurate with the needs of the College's mission and current UK Government policy*
- *To recruit to our undergraduate and postgraduate programmes a range of high calibre people, in a fair and equitable manner, who would benefit from the educational programmes we offer and who would in turn make a useful contribution to their chosen field of study*
- *To be cognisant of the terms and conditions of the Equality Act 2010, and as far as is reasonably practicable, to recruit in accordance with the terms of the Act*

- 1.2 The College is committed to both the elimination of unlawful discrimination and the positive promotion and celebration of Equality and Diversity throughout all aspects of its work. It will achieve this in accordance with the Equality Act 2010, the tenets of the Equality Challenge Unit, and the Codes of Practice of the Quality Assurance Agency (QAA). The intention behind the Dignity, Diversity and Equality policy is to provide a further explanation about what this means for staff, students and the wider community. The College will **not** tolerate unfair or unlawful treatment on the grounds of:

- race, colour, nationality, ethnic or national origin
- religion or belief
- gender, gender expression and identity
- disability
- sexual orientation, civil partnership/marital or parental status
- age
- socio-economic background
- trade union membership activity
- political belief

- 1.3 AECC is committed to a working and learning environment that is free from physical, verbal and non-verbal harassment and bullying of individuals on any grounds. All men and women have a right to be treated with dignity and respect, providing a positive and satisfying learning and working environment.

- 1.4 The College is proud to be a diverse community made up of staff and students from a wide range of backgrounds. We recognise that individual perceptions of acceptable and unacceptable behaviour at work or study may vary. The College aims to create a working and studying environment where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around Equality and Diversity issues.

- 1.5 AECC will develop and grow a culture of valuing Dignity, Diversity and Equality of all individuals. AECC will seek to uphold the provision of equality legislation to reflect good sector practise. All staff and students have a duty to comply with this policy and so will need to be aware of their personal obligations in eliminating all forms of what the College considers to be unacceptable behaviour.

2. Responsibilities

- 2.1 The successful introduction and implementation of the Dignity, Diversity and Equality (DDE) policy requires clear understanding and commitment throughout the College.
- 2.2 The Executive Director of Administration and the Academic Registrar have overall responsibility for ensuring the consistent application of the DDE policy and the promotion of good practice in relation to Dignity, Diversity and Equality matters. The post holders report back to the Senior Management Group (SMG) and the Human Resources Policy Group as well as to the Academic Planning, Policies and Resources Committee which has student representation.
- 2.3 The College takes seriously its responsibility to take appropriate disciplinary or legal action to protect staff and students from any discriminatory action or behaviour by any individual or group. Internal allegations of discrimination will be managed under the appropriate student and staff grievance or disciplinary procedures.
- 2.4 All staff and students have a responsibility for ensuring that their conduct is in accordance with the DDE policy. It is recognised that all managers and staff with supervisory responsibilities have additional responsibilities for ensuring that the DDE policy is implemented within their particular area of work.

3. Implementation, Monitoring and Review

- 3.1 The Executive Director of Administration (staff) and Academic Registrar (students) are responsible for the implementation and monitoring of the DDE policy. The policy will be reviewed annually by the HR Policy Group and a summary of work will be reported annually to SMG, the Academic Planning, Policies and Resources Committee and to the Board of Governors through the minutes of the Academic Board.
- 3.2 Specific implementation and monitoring responsibilities for the DDE policy are also the responsibility of the Board of Governors, the Executive, SMG and the HR Policy Group. These include:
- (i) General**
- Ensuring that all AECC policies, practices and procedures in relation to staff and students reflect the values of Dignity, Diversity and Equality.
 - Ensuring that working groups and committees reflect the requirements of the DDE policy.
 - Considering and reviewing progress against the DDE policy on a regular basis.
- (ii) Students**
- Commitment and appropriate action to Dignity, Diversity and Equality in all matters relating to the provision of student education.
 - Publication and dissemination of appropriate student data relating to Dignity, Diversity and Equality matters.
- (iii) Staff**
- Ensuring all Human Resources policies, practices and procedures embody the College's commitment to the principles of Dignity, Diversity and Equality.
 - Monitoring and assessing the effectiveness of the DDE policy on specific aspects of employment.

- Publication and dissemination of appropriate staff data relating to Dignity, Diversity and Equality.

(iv) Community

- Ensuring that all patients, visitors, contractors, agency staff and members of the public are treated respectfully and them to understand that they must also treat students and staff with respect.
- Publication and dissemination of appropriate information which underpins the College's commitment of Dignity, Diversity and Equality.

3.3 The Executive Director of Administration and the Academic Registrar will be responsible for leading on the gathering and analysing of data relating to prospective and current staff and students. They will also ensure that the College is complying with statutory duties under existing equality legislation and relevant codes of practice.

4. Awareness and Development (Activities and Events)

4.1 In order to embed the principles of Dignity, Diversity and Equality and address the requirements of the DDE policy, appropriate development and support activities are available to staff via the Staff Development Programme. Student support is provided via Diversity and Equality, Student Services, the Students' Union, Chaplaincy and the Counselling Service both at the AECC and using the facilities provided by Bournemouth University.

4.2 It is also the intention that the College participates with the Bournemouth University's annual Equality and Diversity festival and other celebratory activities which BU Schools, Professional Services and the Students' Union are expected to contribute towards.

5. Further information

5.1 Further information about the support for staff and students can be found on the P-drive in Appendix 17 of the Staff Handbook for staff and on the R-drive in the Student Handbook for students.

6. Action planning and reporting

6.1 Action plans will be developed which relate to implementing policy relating to students, staff and the wider community and approval of plans and subsequent reporting will be considered by the HR Policy Group, Senior Management Group, Academic Planning, Policy and Resources, Academic Board and for an annual report to the Board of Governors.

6.2 There will be reporting requirements to regulatory bodies and the validating university.

Version:	V1
Ratified by:	HR Policy Group
Originator / Author	Executive Director of Administration
Reference source	BU and internally devised
Date approved	April 2013
Effective from	1 st May 2013
Review date	April 2014
Target	All applicants, staff, students and Board members
Policy location	SIP for staff, VLE for students, Public website

NOTE: In the past many AECC policies were designated with a review date for review after only one year in operation. Given staff resources it has not been possible to continue to review policies annually as standard practice; nor is this regarded as necessary unless annual review is required in law, or there are specific issues which require addressing - for example if a new policy is introduced with a pilot first year.

The Executive Director of Administration, in discussion with the HR Manager has therefore agreed that it would be more appropriate for policies to be reviewed on a three-year rolling cycle, and a revised policy review schedule has been developed on this basis. The DDE policy is, according to this schedule, due for review in November 2016. Review dates and owners on individual policies in the SIP/Staff Handbook will be amended when the policy is formally reviewed within this schedule or when other minor amendments are required outside the formal review schedule