

Diversity and Inclusion Policy

Responsibility for Policy:	<i>Executive Director, Human Resources</i>
Relevant to:	All LJMU Staff and Students
Approved by:	Long standing LJMU policy
Responsibility for Document Review:	<i>Associate Director, Diversity, and Inclusion</i>
Date introduced:	June 2009
Date(s) modified:	April 2014, May 2018, June 2023, January 2025
Next Review Date:	February 2028 or if there is a change in relevant legislation

RELEVANT DOCUMENTS

- Equality Act 2010
- Equality Act 2010 (Specific Duties) Regulations 2011
- Marriage (Same Sex Couples) Act 2013
- Civil Partnership Act 2004
- Equal Pay Act 1975
- Education Reform Act 1988
- The Equal Treatment Directive (2004/113/EC) 74
- The Gender Recognition Act 2004
- The Gender Recognition Bill 2008
- Protection from Harassment Act 1997
- Public Order Act 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- General Data Protection Regulation (2016/679 EU)

RELATED POLICIES & DOCUMENTS

- The university Equality Objectives and Action Plan
- Staff Bullying and Harassment Policy
- Code of Conduct for Staff
- Gender Reassignment Guidance
- Religion and Belief Policy
- Staff Disciplinary Procedure
- Staff Grievance Procedure
- Student Complaints Procedure
- Student Disciplinary Procedure
- University's Health and Safety Policy

1. The University's Commitment

Liverpool John Moores University (LJMU) is committed to promoting diversity and inclusion and providing an environment where all members of its community, whether staff, students, visitors, or clients, are treated with respect and dignity. We are committed to seeking to recruit, educate and celebrate a workforce and a student body that reflects the diverse community we serve. This approach is underpinned by our four values of being student focussed, inclusive, courageous and community. The Equality Act (2010) helps by providing a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society. For a detailed explanation on the Equality Act 2010, please visit [LJMU Diversity and Inclusion Website](#).

As a Higher Education Institution, we have specific equality duties that also require us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also our responsibility to publish equality information (data) on an annual basis, and review and publish specific and measurable equality objectives every four years.

We are committed to providing equality of opportunity and will work to ensure that all our staff, students and visitors, as well as those that seek to apply to work or study with us are treated fairly and are not subjected to unlawful discrimination by the university on the basis of (their protected characteristic):

- age
- disability
- gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth)
- marriage or civil partnership
- pregnancy and maternity
- race - (includes: race, colour, nationality (including citizenship), ethnic or national origins)
- religion or belief including philosophical belief and a lack of belief
- sex
- sexual orientation

2. Scope

The policy is applicable to all staff (which includes for the purposes of this policy and for ease of reference, volunteers, casual workers and agency workers), students and applicants to work or study at the university. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and students should treat each other, visitors, service providers, suppliers and any other persons associated with the functions of the university.

3. Aims of the Policy

The university's aim is to promote equality of opportunity for all, through the following objectives:

- assessing the impact on equality in our policies, procedures and practices;
- having an effective data monitoring and analysis process;
- involving staff, students and other stakeholders in the development and delivery of our equality objectives;
- promoting equality, diversity and inclusion through internal and external communications;
- ensuring that managers and staff take part in equality training and in particular those who have responsibility for recruitment and selection;
- ensuring staff and university student support services are, as far as reasonably possible, accessible to all;
- ensuring that both existing staff and students, as well as those who seek to apply to work and study with us, are treated fairly and are judged solely on merit and by reference to their skills and abilities;
- ensure staff have opportunity to undertake training for develop and promotions;
- ensuring that staff, students and their representatives are provided with appropriate forums to discuss equality, diversity and inclusion issues and raise any concerns;
- ensuring that all service providers operating on behalf of the university are aware of this policy and are expected to adhere to it;
- complying with its legal obligations.

4. Equality Statement

LJMU is fully committed to challenging discrimination and inequality in all its practices and activities. The Board of Governors and the Executive Leadership Team affirm their responsibility for implementing equality in all activities and in all areas of the university's responsibilities. This commitment is consistent with the significant progress the university has already made in this area. The university regularly provides updates on Diversity and Inclusion to the Board of Governors.

The university will implement best practice and compliance with legislation and provide supportive measures that will meet the specific needs of staff, students and visitors, with a protected characteristic.

The university will respect the wish for confidentiality by staff and students and therefore, any support measure implemented will be mutually agreed and acceptable to the individuals concerned.

We will consult regularly with staff and students and, where appropriate, external organisations, to inform policy development and change practice where necessary. The university will carry out periodic audits of all its accommodation, including information resources, such as loop systems, to ensure compliance with legislation and will continue to promote positive images of all people in all our materials.

5. Responsibilities

The co-operation of everyone within the university community (staff, students, clients and visitors) is essential to the success of this policy. Staff teams and students are expected to read this policy and carry out their activities in a fair and consistent way ensuring that their procedures and practices comply with equal opportunities policies and regulations as they perform their day-to-day duties.

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students, and anyone associated with the university (e.g., visitors and service providers), in all aspects of university life.

Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

The university expects everyone to promote dignity and respect in all their engagements with other students and staff as they undertake their studies and activities.

6. Monitoring

To ensure that all policies, functions and procedures comply with the Equality Act 2010 without adverse impact on any group, the university will continue to carry out equality impact analysis. All job applicants and people applying to join the university as students will complete a confidential equal opportunity monitoring form, which forms part of the monitoring for effective equal opportunities practice in staff recruitment and student admissions. The composition of the student body, workforce and job applicants is also monitored on a regular basis. Where inequality is identified, positive action will be taken to address the imbalance. The university has published its equality objectives and an associated action plan and has signed up for Advance HE REC and Athena Swan as catalysts for change. The university has an Inclusivity Board chaired by an appropriate member of the Executive Leadership Team (ELT) to oversee and monitor progress. The group meets regularly to ensure that the equality objectives and action plan are dynamic documents, and equality of opportunity is embedded throughout the university community. Regular monitoring of activity and progress is also carried out via the Access and Participation Plan, and Report and Support.

The university will continue to carry out equality impact analysis on all its policies, processes, projects, procedures and draft policies to ensure that there are no negative, adverse or detrimental impacts or effect on any of the equality groups.

The university guarantees that information gathered for the purposes of monitoring will be used only for monitoring and to improve its equality performance and will be held and processed in accordance with the Data Protection Act (2018).

7. Implementation

To ensure that all policies are viewed and reviewed by staff, LJMU has included an action on the People Plan to monitor policy usage. This will include the monitoring of the Diversity and Inclusion Policy.

The university will also ensure the policy is implemented through a range of activities to further diversity and inclusion within LJMU. These include workshops, roadshows, promoting equality impact assessments, and the monitoring of diversity and inclusion related incidents via Report and Support.

8. Complaints

Any cases of discrimination, harassment, bullying or victimisation will be taken very seriously by the university. Any member of staff or student found guilty of unlawful discrimination or harassment will be subject to disciplinary action. Appropriate action will be taken where possible if any member of the public, visitor or service provider involved in discrimination or harassment. The university is committed to dealing with complaints from staff, students, visitors and clients in a fair, just, timely and transparent manner.

Staff, students or other parties who make a complaint of discrimination have the right to do so without fear of victimisation. The university offers support and advice for students and staff who feel they have been discriminated against. Students can seek advice from Student Advice and Wellbeing and John Moores Students' Union (JMSU). Members of staff can seek advice from the Human Resources Team. In addition, the Equality and Diversity Advisor, Trade Unions on campus and the Health and Safety Unit all have an important role to play in creating and maintaining a positive working and learning environment.

If a member of staff feels that they have been bullied, harassed or discriminated against, the complaint should be raised in accordance with the university's [dignity at work policy](#).

Procedures for dealing with complaints of harassment and or bullying can be found in the university's [dignity at work policy](#).

Students who wish to make a formal complaint should use the students' complaints procedure. Staff wishing to make a formal complaint should use the staff grievance procedure.

All relevant policies can be found on the university's [webpage](#).

9. Useful contacts

This is not an exhaustive list and changes will be made to this list as we know of any legislative or other relevant changes. Please note that Liverpool John Moores University is not responsible for the contents of any of the external web sites.

Disability:

- [Equality Challenge Unit \(Advance HE\)](#)
- [Equality and Human Rights Commission](#)
- [Royal National Institute for the Blind](#)
- [Action on Hearing Loss](#)
- [Mind](#)
- [Mencap](#)
- [Employers' forum](#)
- [British Sign Language](#)
- [Scope](#)
- [RADAR \(The Royal Association for Disability and Rehabilitation\)](#)

Gender:

- [Equality and Human Rights Commission](#)
- [Equality Challenge Unit](#)
- [Fawcett Society](#)

Age:

- [Commission for Equality and Human Rights](#)
- [The Employers' Forum for Age](#)
- [Age Concern England](#)
- [Age Positive Team](#)
- [Equality Challenge Unit](#)

Race:

- [Commission for Equality and Human Rights](#)
- [Black Britain](#)
- [Equality Challenge Unit](#)

Sexual Orientation:

- [Commission for Equality and Human Rights](#)
- [Stonewall](#)
- [Equality Challenge Unit](#)

Religion and Belief:

- [Commission for Equality and Human Rights](#)
- [The Inter faith network for the UK](#)
- [BBC Religion](#)
- [Civil Service Islamic Society](#)
- [Christian in Government](#)
- [Equality Challenge Unit](#)

Gender Reassignment:

- [Equality and Human Rights Commission](#)
- [Press for Change](#)
- [Equality Challenge Unit](#)
- [Gender Research and Education \(GIREs\)](#)

Marriage and Civil Partnership Rights:

- [Stonewall](#)
- [Direct gov](#)
- [Equality and Human Rights Commission](#)
- [Equality Challenge Unit](#)

Pregnancy and Maternity:

- [Commission for Equality and Human Rights](#)
- [Equality Challenge Unit](#)
- [Directgov](#)
- [The National Archives](#)

10. Monitoring and Review of this Policy

This Policy will be monitored and reviewed by the Executive Director of Human Resources. The outcome of such monitoring and review will be published on an annual basis to relevant committees. The policy will be reviewed:

- i. After implementation and in line with the people plan.
- ii. When major statutory change takes place, or
- iii. When the procedures are drawn into question in a particular case.

Appendix A : Glossary of terms:

Terminology	Description or example
Age:	A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18- to 30-year-olds).
Associated Discrimination:	Where a victim of discrimination does not have a 'protected characteristic' but is discriminated against because of their association with someone who does e.g., the parent of a disabled child.
Dependents:	An employee's spouse, child or parent, or anyone who lives in the same household (except employees, tenants, lodgers or boarders).
Differential impact:	Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.
Direct Discrimination:	Occurs where a person is treated less favorably on the grounds of being a member of a particular group than a person who is not from that group would be treated in the same or similar circumstances.
Disability:	A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Also refer to 'Reasonable adjustment.'
Diversity:	Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.
Equal Opportunities:	Equal opportunities, or equality of opportunity, may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities. The term has mostly been replaced by Equality, Diversity, and Inclusion (EDI) in recent years.
Equality:	Equality is about fairness, and not discriminating against individuals or groups because of peoples' backgrounds.
Equality Impact Assessment (EIA):	A detailed and systematic analysis of how a policy, practice, procedure, or service potentially or actually has differential impact on people of different protected characteristics.
Gender Reassignment:	The process of transitioning from one gender to another.
Harassment:	Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Indirect Discrimination:	Refers to applying university operations that disadvantages people of different protected characteristics. Indirect discrimination is illegal if it cannot be justified as a proportionate means of achieving a legitimate aim.
Marriage and Civil partnership:	Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favorably than married couples (except where permitted by the Equality Act).
Perceived Discrimination:	Applicant/employee treated less favorably because it is perceived that the applicant/employee has a protected characteristic. Even though the employee/employer may be mistaken it is still discriminatory.
Prejudice:	An adverse judgement, conviction or opinion formed beforehand or without knowledge or examination of the facts. It may be felt or expressed. It may be directed, without reason, toward a group or an individual of that group and may develop into an irrational suspicion or hatred.
Pregnancy and Maternity:	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavorably, because she is breastfeeding.
Protected Characteristics:	Gives legislative protection from discrimination to the following 'protected characteristics': Age Disability Gender Reassignment Marriage and Civil partnership Pregnancy and Maternity Race Religion or Belief (including non-belief) Sex/Gender Sexual Orientation
Qualitative Data:	Information that is difficult to count measure or express in numerical terms (for example, feedback from focus groups or interviews).
Quantitative Data:	Information that can be expressed in numerical terms, counted, or compared on a scale (for example, monitoring data).
Race:	Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Reasonable Adjustment:	Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by: Changing provisions, criteria or practices. Altering, removing, or providing a reasonable alternative means of avoiding physical features Providing auxiliary aids
Religion and belief:	Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
Sex:	'Sex' is understood as binary, with a person's legal sex being determined by what is recorded on their birth certificate. 'Gender' refers to socially constructed roles of women and men and/or an individual's conception of their identity. The term is often used interchangeably with 'sex', partly in recognition that much of the inequality between women and men is driven by underlying social and power structures rather than by biological sex. Although the Equality Act protects people from discrimination because of their sex, other UK legislation (such as the regulations requiring employers to publish their gender pay gap) refers to gender.
Sexual orientation:	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.
Trans:	Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth, including people who are non-binary or otherwise gender non-conforming and women or men with a trans past.
Victimisation:	Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act.