

Equality and Diversity Policy

1. INTRODUCTION

LSB is committed to equality and diversity in an environment that promotes a Culture of Inclusion for All. This holistic approach helps us maintain an open and accessible working, living and learning environment where all are supported to reach their full potential.

This commitment is further embedded by 'The Spirit of LSB' which is encompassed in our 5 values:

Respect: We understand that every individual, organisation and situation is unique and we value that uniqueness. We strive our best to tailor our services to address your unique requirement.

Integrity: We do what we say and say what we do. We will be open with you about our capacity.

Teamwork: We strongly believe in synergy. Each individual or organisation is an expert in their own right and when we work together the outcome is always better than working in isolation.

Excellence: We know that there is no such thing as the perfect situation and therefore, there is always room for improvement. We are constantly finding ourselves on a learning curve of continuous improvement to guarantee the best possible standards.

This policy is in direct response to UK equality legislation and seeks to take a proactive and positive approach via our commitment to Inclusion for All. The Equality Act 2010 protects a range of groups from unlawful treatment under the term 'protected characteristics' covering:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This policy also covers the LSB's responsibilities under the Equality Duty which requires LSB to pay 'due regard' to:

1. Eliminating unlawful discrimination
2. Advancing equal opportunities (between people that share a protected characteristic and those who do not share it)
3. Fostering good relations (between those who share a protected characteristic and those who do not).

2. PURPOSE

This policy outlines LSB's position on the embedding and promotion of equality and diversity. Specific policies and procedures are in place covering employees and students that should be referred to as necessary.

The ethos of Inclusion for All, as outlined in this policy, is applicable across all departments delivered through policies, processes and procedures and embedded through our values.

3. OBJECTIVES

Our objectives are to:

ensure that people are treated solely on the basis of their abilities and potential; challenging inequality and less favourable treatment

provide an environment that encourages disclosure of individual circumstances and supports change

promote diversity and equality for students and staff, recognising and valuing the contributions of our diverse population

clearly demonstrate our commitment to creating an inclusive environment, tackling discrimination and eradicating inappropriate behaviour across LSB community.

We will achieve these objectives by:

ensuring we understand our legal obligations and engage positively with staff, students and representative groups to fulfil our legal requirements

clear and consistent communication to staff, students and representative groups

providing access to training and support for staff to enable them to understand how equality and diversity is relevant to their roles and assist them in fully mainstreaming equality and diversity into their everyday activities

undertaking equality and privacy impact assessment on all new and revised policies and procedures

taking forward activities that meet our commitments and actively promote equality and diversity throughout the community.

4. SCOPE

There are a number of areas across LSB that take a lead role in taking forward the functions of a Higher Education Institution. The purpose of this policy is to draw linkages to those areas.

Staff Related: Equality and diversity is embedded throughout our employment practices to ensure that we are a positive and responsive employer.

Recruitment and Selection: Good practice in recruitment and selection is at the core of achieving equal opportunities in employment. LSB has developed policies and procedures to ensure that decisions on appointments are made wholly on the grounds of the candidate's abilities rather than on any other criteria that cannot be shown to be properly justifiable. Only those staff who have undertaken specific training are permitted to Chair a Selection Panel or be involved regularly in recruitment interviews.

New employees: All new employees must read this policy.

Equal Pay: LSB believes that staff should receive equal pay for like work. We are committed to undertaking equal pay audits and taking remedial action where necessary.

Performance Development and Review (PDR): LSB operates Performance Development and Review for staff. Managers use this process to give feedback to individuals and provide clear guidance on their area of work. The PDR process provides a one-to-one opportunity for staff to raise issues of any kind with their line manager. PDR should highlight individual development and support needs around equality and diversity and ensure staff are clear of service and School equality and diversity related requirements.

Equality and Diversity Awareness: All staff are required to undertake Diversity in the Workplace Training.

Progression and Promotion: LSB is firmly committed to the principle that opportunities for progression and promotion should be available equally to all members of staff. To this end it has developed policies and procedures, to ensure that the criteria used for advancement and promotion are fair and open, and that decisions are made consistently in accordance with published criteria. All staff involved in selection for progression and

promotion, including relevant members of departments and promotion bodies, will have undertaken equality and diversity training in order to help them reach unbiased judgments.

Grievance Procedures: Any staff who have concerns about unlawful discrimination, harassment or bullying are advised to contact their lead/head of the organisation. Should a staff member be in breach of this policy existing disciplinary procedures will be enacted.

Student Related: Our student community is a varied population at a range of different stages of study. This policy is relevant across International foundation, undergraduate, postgraduate and executive education student batches.

Admissions: LSB selects based on merit, ability and potential. We will ensure that no applicants are treated less favourably as a result of any protected characteristic. LSB will take steps to ensure that the wellbeing of prospective students, visiting applicants, and enrolled students are fully considered and that we meet legal requirements. Further information can be found in our Admissions policy.

Learning and Teaching: We value the diversity of backgrounds and experiences that students bring to our LSB community. As part of our desire to ensure that the student experience is rewarding and supportive, we will respond by meeting the needs of the diverse and changing student body. We aim to ensure that all teaching, learning and assessment strategies are equitable, undertaken with awareness of the different needs of students and are able to foster academic and personal development. LSB recognises that where possible diversity should be encouraged and reflected in the content of course, teaching methods and forms of assessment. LSB Committee for Learning and Teaching has responsibility for overseeing learning and teaching development across the institution.

Student Support: The welfare of all students of LSB is of the highest importance. Student Support provide support, advice and information on funding and a range of personal and disability issues along with dedicated support for non-native students. The service will continue to ensure that the needs of the diverse student community are met.

Student Complaints: Every student of LSB is required at all times to be of good behaviour and to observe all Ordinances, Regulations, procedures and rules.

Services and Facilities: Services or facilities provided by, for or in association with LSB, are aimed toward ensuring equality of access. This includes conference and social activities. All of these services and facilities aim to deliver in a manner that meet the needs of our diverse student population and eliminates unlawful discrimination. To this end we are committed to providing up-to-date and appropriate facilities.

Procurement: Procurement activities are undertaken across LSB with Procurement Services responsible for purchasing services. They take on responsibility for ensuring that contractors, suppliers and tendering organisations are aware of and comply with this policy. We will take steps to ensure equality and diversity is embedded throughout our contractual relationships.

Non-LSB Employees or Students: Any visitors, contractors, subcontractors and services providers in breach of this policy will be seen to be in breach of their terms of business.

Individual Circumstances

LSB has a duty of care across LSB community. Where individuals disclose circumstances it is the responsibility of the immediate line management, HR contact or student support contacts to work closely with individuals, professional services and external services where required to enable positive outcomes for both the individual and LSB. It should be understood that a declaration of circumstances, verbally or in writing, is a formal declaration to LSB and should be responded to as such. In some instances (for example if there is a concern over wellbeing) the confidentiality of a disclosure may not be maintained).

This policy enables flexible responses for individuals, in line with those functions outlined above. This is particularly the case, though not restricted to, individuals who:

- disclose a change in individual circumstances linked to caring responsibilities
- disclose a change in individual circumstances relating to disability
- disclose sexual orientation identify as transgender
- disclose the intention to transition
- disclose they do not identify with a specific gender.

Any personal characteristic disclosure or change in individual circumstances will not result in detriment resulting from disclosure such as:

denied access to courses, progression to other courses or attainment
denied access to professional development and progression
denied access to services and support

Equality and Privacy Impact Assessment

To ensure equality and diversity is embedded throughout LSB's functions, where applicable (all those areas that impact on people) equality and privacy impact assessment will be undertaken for all new and revised policies, procedures and functions, prior to endorsement or ratification by the oversight/responsible committee.

5. LINES OF RESPONSIBILITY

This policy is relevant across the entire LSB community. As such all staff, students, and visitors, contractors, subcontractors and service providers along with any other persons associated with the functions of LSB are responsible for ensuring that they adhere to this policy.

The LSB executives have ultimate responsibility for ensuring that LSB meets the commitments detailed in this policy. LSB executives have responsibility for ensuring that the day-to-day management of LSB takes cognisance of this policy. All committees have responsibility for ensuring that equality and diversity is fully considered within the Boards and filtered to relevant areas.

6. MONITORING AND EVALUATION

We are obliged to collect information regarding the recruitment, retention and development of staff across the range of protected characteristics. We also collect information relating to our student community covering the student journey for monitoring purposes.

We are committed to creating and maintaining a supportive environment which promotes equality of opportunity alongside dignity and respect, an environment where members of our community are confident and willing to disclose personal information referring to any of the protected characteristics.

Complaints of discrimination based on grounds of protected characteristics and harassment should be raised with the lead or head of the organisation.

This policy will be reviewed on a 3 yearly basis to ensure compliance with legislation, effectiveness, and equality impact.

7. IMPLEMENTATION

LSB is made up of a range of academic and professional services. These areas support individuals across LSB community and as such undertake particular activities that impact directly on equality and diversity. It is the responsibility of leads of those services to determine responsibilities within their areas with reference to this policy.

All members of staff have a responsibility to:

comply with this policy and co-operate with their Line Managers treat others with respect at all times
participate in training and wider learning opportunities to assist LSB in meeting its Equality Duty
ensure behaviours and actions do not unlawfully discriminate and that they are not harassing or bullying others
be accountable for their actions.

All students have a responsibility to:

treat others with respect at all times

ensure behaviours and actions do not unlawfully discriminate and that they are not harassing or bullying others
be accountable for their actions

All visitors, contractors, subcontractors, service providers and any other persons associated with the functions of LSB have a responsibility to:

comply with this policy

treat others with respect at all times

ensure behaviours and actions do not unlawfully discriminate and that they are not harassing or bullying others
be accountable for their actions

Training and support will be provided for all staff to assist in the implementation of this policy. All staff are expected to undertake Diversity in the Workplace training.

Training for students will be provided where appropriate.