

| Equality And Diversity Policy

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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 to 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 constantly find ourselves on a learning curve of continuous improvement to guarantee the best possible standards.

This policy is directly related 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
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex, gender reassignment and sexual orientation

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

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

Purpose

This policy outlines LSB's position on embedding and promoting equality and diversity. Specific policies and procedures cover employees and students that should be referred to as necessary.

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

Objectives

Our objectives are to:

- ensure that people are treated solely based on 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;
- demonstrate our commitment to creating an inclusive environment, tackling discrimination and eradicating inappropriate behaviour across the 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.

Scope

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

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

Recruitment and Selection: Good practice in recruitment and selection is at the core of achieving equal opportunity 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 appropriately 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 individuals feedback and provide clear guidance on their work area. 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 must undertake Diversity in Workplace Training.

Progression and Promotion: LSB is firmly committed to the principle that opportunities for progression and promotion should be available equally to all staff members. 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 following 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 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 various stages of the 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 due to 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 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 diverse and changing student body's needs. We aim to ensure that all teaching, learning and assessment strategies are equitable, undertaken with an awareness of the different needs of students and can 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 is responsible 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 provides support, advice and information on funding and a range of personal and disability issues and dedicated support for non-native students. The service will continue to ensure that the diverse student community's needs 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 aim to ensure equal access; this includes conference and social activities. All of these services and facilities aim to deliver in a manner that meets our diverse student population's needs 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 comply with this policy. We will ensure that equality and diversity are 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 the LSB community. Where individuals disclose circumstances, it is the immediate line management's responsibility, 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 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, before endorsement or ratification by the oversight/responsible committee.

Lines of responsibility

This policy is relevant across the entire LSB community. As such, all staff, students, and visitors, contractors, subcontractors and service providers, and 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 are responsible for ensuring that LSB's day-to-day management takes cognisance of this policy. All committees are responsible for ensuring that equality and diversity are fully considered within the Boards and filtered to relevant areas.

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 that 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 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.

IMPLEMENTATION

LSB is made up of a range of academic and professional services. These areas support individuals across the LSB community and, as such, undertake particular activities that impact directly on equality and diversity. It is the responsibility of the leads of those services to determine responsibilities within their areas regarding 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 broader 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 implementing this policy. All staff are expected to undertake Equality & Diversity Policy in the Workplace training.

Training for students will be provided where appropriate.