

### 3. EQUALITY AND DIVERSITY

CHE is committed to the University's Equality and Diversity policies.

The University's Equality and Diversity Office web site is at:

<http://www.york.ac.uk/admin/eo/>

CHE supports the University [Equality and Diversity Policies](#), and the [Code of Practice on Harassment](#) which sets out what you can do if you feel you have experienced harassment or bullying of any kind. The Code gives guidance about how to raise a complaint or what to do if an individual raises a complaint with you as their manager or supervisor.

The University has a network of Harassment Advisers who provide confidential assistance to anybody concerned about harassment. A list of contact details are available at:

<http://www.york.ac.uk/admin/eo/Harassment/HarassmentAdvisersList.htm>

#### Expectations of Behaviour

The University expects that all members of the community will treat others with dignity and respect and will contribute to creating an inclusive and welcoming environment for all, where harassment or bullying of any kind is unacceptable.

Harassment could include:

- Offensive verbal or practical jokes
- Unwanted contact of a sexual nature
- Derogatory name-calling, ridicule or belittling of an individual
- Verbal abuse, insults and threats
- Physical assault

If you are experiencing difficulties in relation to a current or past issue of harassment or bullying please see the guidance for staff and students.

- Staff: [www.york.ac.uk/admin/eo/Harassment/HarassmentGuideStaff.htm](http://www.york.ac.uk/admin/eo/Harassment/HarassmentGuideStaff.htm)
- Students: [www.york.ac.uk/admin/eo/Harassment/HarassmentGuideStudents.htm](http://www.york.ac.uk/admin/eo/Harassment/HarassmentGuideStudents.htm)

#### Diversity in the Workplace

To ensure all staff are trained in Equality and Diversity issues, the University asks all staff to complete the online learning module 'Diversity in the Workplace'.

The module provides information on developments in equality and diversity legislation and ensures you understand your personal areas of responsibility. Current legislation outlaws discrimination in seven areas: age, disability, sex, race, sexual orientation, religion and belief,

and gender re-assignment. The learning module gives information on the four main kinds of discrimination: direct, indirect, harassment and victimisation. The University has a duty to take positive steps to promote equality and eliminate discrimination and this module is one of the tools they are using to meet their obligations.

Working through the learning module will:

- help to ensure that you are aware of your responsibilities under the legislation;
- give you up-to-date information on developments in equality and diversity;
- provide guidance on good practice;
- raise your awareness of University equality policies.

This is of particular importance whether, for example, you are providing services to customers, teaching or supervising students, managing or supervising staff or working as part of a team.

In order to raise your awareness of the Universities equality policies and promote best practice please set aside some time to complete this online training.

To access the online learning module web page, go to:

[https://york.learnupon.com/users/sign\\_in](https://york.learnupon.com/users/sign_in)

(if you have not accessed the e-learning before you will need to register - when you click to register you will be asked for your University email address and to choose a password)

## Athena SWAN

At CHE we strive to provide a supportive and family friendly work environment and to offer equal opportunities to all staff members. CHE has been awarded an [Athena SWAN](#) bronze award which recognises our commitment to good practice in recruiting, retaining and supporting the careers of women. We will continue to build on this success by further improving our processes and ensure fair, flexible, accessible and transparent working conditions for all members of staff: [Press Release](#); [Further CHE details](#).

CHE fully supports and implements the following University policies:

- Maternity leave policy and procedure:  
<http://www.york.ac.uk/admin/hr/maternity/>
- Paternity leave policy:  
<http://www.york.ac.uk/admin/hr/resources/policy/paternity-leave/>
- Parental leave policy:  
[http://www.york.ac.uk/admin/hr/resources/policy/leave\\_parental.htm](http://www.york.ac.uk/admin/hr/resources/policy/leave_parental.htm)

- Shared parental leave policy, procedure and guidance:  
<http://www.york.ac.uk/admin/hr/resources/policy/shared-parental-leave/>
- Flexible working policy:  
<http://www.york.ac.uk/admin/hr/flexible-working/>
- In October 2015 the University marked National Adoption Week by introducing a new adoption leave and pay policy. The policy provides staff with up to two days' paid leave to explore an application for adoption, in addition to leave provided by the legislation for adoptive parents once matched with a child. The University also offers paid leave of up to 39 weeks and unpaid leave of 13 weeks for any employee taking adoption leave, subject to eligibility. The 'Adoption leave and pay' overview, policy, procedure and documents are available at:  
<http://www.york.ac.uk/admin/hr/resources/policy/adoption-leave.htm#tab1>
- Student pregnancy, maternity, paternity and adoption policy (web site and pdf document):  
<http://www.york.ac.uk/admin/eo/PregnancyandMaternity/StudentPolicy/Index.htm>  
<http://www.york.ac.uk/admin/eo/PregnancyandMaternity/StudentPregnancyMaternityPaternityandAdoptionPolicy.pdf> (*version: March 2014*)

## **Speak Up Policy and Procedure**

The University is committed to the highest standards of honesty, openness and accountability. However, it is recognised that from time to time, individuals may have genuine concerns about an actual or potential danger, fraud or other illegal or unethical conduct and be uncertain about what to do.

The University's Speak Up policy seeks to reassure individuals that it is acceptable and safe to raise such concerns without fear of detriment and to provide a clear procedure for doing so. All disclosures (i.e. the sharing of information relating to potential wrongdoing) will be acted upon promptly, sensitively, fairly and properly. The Speak Up policy is available at:  
<http://www.york.ac.uk/admin/hr/resources/policy/speak-up.htm>