

## Equality and Diversity Policy

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V1.0 Approved by	Date	Review Date	Responsible Department
Court Senate	12/02/14 17/04/14	3 years (or earlier if there are significant legislative changes)	Equality and Diversity Unit

### Version Control

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Titles used in this policy may be subject to change. The titles are accurate at the time of approval.

Please feel free to use the information contained within this Policy by acknowledging the University of Glasgow and/ or the appropriate source.

## 1. Introduction and statement of intent

- 1.1 The University of Glasgow is committed to promoting and implementing equality of opportunity in the learning, teaching, research and working environments.
- 1.2 The University aims to create a learning and working environment based on fostering good relations between all people, with a shared commitment to promoting respect for all, and challenging and preventing stereotyping, prejudice, discrimination and harassment.
- 1.3 The University is committed to inclusiveness, which “*embraces diversity by valuing and respecting the perspectives and contributions of all our colleagues and students*”<sup>1</sup>, to the benefit of the University community in respect of its learning, teaching, research, management, administration and support service activities.
- 1.4 The University upholds the principle that, in their areas of expertise, relevant staff of the University shall have freedom within the law to hold and express opinion, to question and test established ideas and received wisdom, and to present controversial or unpopular points of view without placing in jeopardy their employment or any entitlements or privileges they enjoy<sup>2</sup>.

## 2. Scope of the Policy

- 2.1 This Policy applies to all members of the University community, including:
  - All members of staff<sup>3</sup> holding a contract of employment, and staff from other institutions on placement at, or visiting the University.
  - Individuals with honorary or affiliate status
  - All students, including visiting and placement students.
  - Visitors, including external persons or agencies using the University’s premises, facilities or services.
  - Contractors working at the University<sup>4</sup>.
  - Individuals working or acting on the University’s behalf, including suppliers of goods and services<sup>5</sup>.

## 3. The Policy

- 3.1 The University aims to ensure that all members of its community are treated with fairness, dignity and respect.
- 3.2 The University will apply this policy in compliance with and in the spirit of the relevant legislation<sup>6</sup>.

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<sup>1</sup> Glasgow 2020: A Global Vision

<sup>2</sup> Ordinance of the University Court of the University of Glasgow No 205 (Employment Matters) 15/12/2010.

<sup>3</sup> All staff includes – full time, part time and sessional.

<sup>4</sup> Regulation 9 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires the University to pay due regard to the Equality Duty in relation to procurement. See also [www.gla.ac.uk/services/procurementoffice/informationforsuppliers/](http://www.gla.ac.uk/services/procurementoffice/informationforsuppliers/)

<sup>5</sup> Under the public sector equality duty, the University requires the four student bodies on campus (the SRC, QMU, GUU and GUSA) to have regard to the general duty as a condition of funding. These bodies may agree to observe this policy or may create equality and diversity policies of their own, to be approved by the University.

<sup>6</sup> Including: Human Rights Act 1998, Equality Act 2010, Equality Act (Specific Duties) (Scotland) Regulations 2012 and The Further and Higher Education (Scotland) Act 2005 – see appendix A.

- 3.3 The University will not discriminate on grounds of age, disability, gender reassignment<sup>7</sup>, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (hereafter referred to as the 'protected characteristics') in any decisions concerning student admissions, progression or support provision.
- 3.4 The University will not discriminate on grounds of any protected characteristic, in decisions concerning staff recruitment and selection, career development, promotion, staff development opportunities, pay and remuneration, or reward and recognition.
- 3.5 The University will not discriminate against any person on grounds of age<sup>8</sup>, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex or sexual orientation, in the provision of facilities or services, or in the exercise of public functions.
- 3.6 In the provision of residential accommodation, the University will seek to provide an inclusive living and studying environment. The University will not discriminate against any person on grounds of disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex or sexual orientation.
- 3.7 Under-represented groups are encouraged to apply to work and study at the University. Where necessary positive action<sup>9</sup> may be applied.
- 3.8 The University will carry out monitoring, where practicable, by protected characteristics to ensure that all job applicants, applicants for promotion and applicants for study are being fairly treated, and to support and inform the Equality Impact Assessment process.
- 3.9 The University will assess the impact of its policies and practices to identify and mitigate any disadvantage to protected characteristic groups<sup>10</sup>.

#### **4. University Responsibilities**

- 4.1 Overall responsibility for Equality and Diversity lies with the University Court. The University Principal takes responsibility as overarching Equality Champion, supported by Equality Champions for each of the equality strands<sup>11</sup>, drawn from the Senior Management Group.

The University will ensure that:

- 4.2 Staff and students are made aware of this Equality and Diversity Policy through the University's web pages, publications, induction and training provision, and through the line management structure, as appropriate.
- 4.3 Publicity material reflects the diversity of the University's community.
- 4.4 Staff, students and visitors are treated fairly, irrespective of their protected characteristics. The University will take prompt action over alleged discrimination, victimisation or harassment.

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<sup>7</sup> A trans person does not have to be under medical supervision to be protected from discrimination and harassment.

<sup>8</sup> Subject to lawful exceptions: individuals who are under 18 and exceptions listed in the Equality Act 2010 (Age Exceptions) Order 2012.

<sup>9</sup> See Appendix A.

<sup>10</sup> Equality Impact Assessment Policy and Guidance is at [www.gla.ac.uk/services/humanresources/equalitydiversity/policy/eias/index.html](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/eias/index.html).

<sup>11</sup> See relevant Appendices for details of the Champions

- 4.5 Reasonable adjustments are made, as appropriate, to enable disabled staff and students to overcome substantial disadvantage in the working and learning environment, and in the use of recreational facilities provided by the University.
- 4.6 Existing procedures for staff and student complaints, grievances and discipline/conduct matters are applied in a just, fair, open and timely manner.
- 4.7 Staff involved in staff recruitment, student admissions, selection and promotion panels receive training on equality and diversity matters.
- 4.8 External contractors are made aware of their responsibility in relation to equality and diversity and will be required to comply with University policies and regulations.
- 4.9 Learning and teaching material, where practical, includes positive, diverse, non-stereotypical content.
- 4.10 Public events are held, wherever possible, in accessible locations, and where accessibility is limited by necessity, this is made clear to potential attendees.

## **5. Individual Responsibilities**

- 5.1 All University staff, students, contractors and visitors have a responsibility under the Equality and Diversity Policy. All individuals are:
  - 5.1.1 Responsible for making themselves aware of the University Equality and Diversity Policy.
  - 5.1.2 Expected to participate in training which supports the implementation of the University's Equality Policy, as appropriate.
  - 5.1.3 Responsible for their behaviour and expected to treat others with dignity and respect. This includes cases where alleged or proven discrimination, harassment, bullying or victimisation has occurred.
  - 5.1.4 To support the University's determination to promote good relations and eliminate discrimination and harassment.
- 5.2 Staff responsible for schemes of work, teaching content and resources should demonstrate sensitivity to equality and diversity issues.
- 5.3 Staff responsible for dealing with appeals, complaints, grievances, staff discipline and student conduct matters should demonstrate sensitivity to equality and diversity issues.

## **6. Unacceptable actions or behaviour**

- 6.1 The Equality and Diversity Policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs, but not to engage in activities or acts which interfere with the rights or beliefs of others.
- 6.2 Any attempt to coerce or threaten others to comply with a particular belief system, for example through unauthorised distribution of literature, or through threats or offensive remarks, may result in disciplinary action.

- 6.3 The University does not tolerate offensive literature (whether disseminated in hard copy or electronically) or graffiti on its premises (subject to limited exceptions pursuant to academic freedom (i.e for use in academically valid research)).
- 6.4 Examples of unacceptable behaviours are contained within the University's Dignity at Work and Study policy, Student Code of Conduct, Code of Practice on Unacceptable Behaviour, and Staff Disciplinary Procedure. Regulations on acceptable use of IT facilities and guidance on use of email are provided by IT Services<sup>12</sup>.

## 7. Concerns and Complaints

- 7.1 Where staff and students perceive that they have been unfairly treated in respect of a protected characteristic the following protocol applies:
- 7.1.1 **Staff** should speak to their Line Manager in the first instance. Further advice can be sought from the Human Resources Department, Equality and Diversity Unit, Trade Union or, in the cases of bullying or harassment, from the Harassment Volunteer Network<sup>13</sup>.
- 7.1.2 **Students** should speak to their Adviser of Studies in the first instance. Further advice can be sought from the Student Representative Council (SRC) Advice Centre, Equality and Diversity Unit, Senate Office or, in cases of bullying or harassment, from the Harassment Volunteer Network.
- 7.2 Whilst it is the intention that staff issues be addressed locally, there may occasionally be disagreement. In this event the help of Human Resources or the Senate Office, or of the Equality and Diversity Unit may be sought. The staff member may wish to refer to the Dignity at Work and Study policy in the first instance. If the matter is not resolved, the member of staff may consider the use of the Grievance procedure (which can include mediation, if appropriate).<sup>14</sup>.
- 7.3 Students may use the University Complaints Procedure contained in the University Calendar<sup>15</sup>.
- 7.4 Members of the public should use the University Complaints Procedure contained in the University Calendar.
- 7.5 The Students' Representative Council Advice Centre is a Third Party Reporting Centre for hate crimes. Staff have been trained to assist a victim or witness in submitting a report to the police and can make such a report on the victim/witness's behalf.

## 8. Monitoring and Review

- 8.1 The Equality and Diversity Strategy Committee (EDSC) and the relevant Equality Working Groups will monitor the implementation and revision of this Policy.
- 8.2 The University will gather anonymised statistical information on the protected characteristics of staff and students in respect of the following:

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<sup>12</sup> [www.gla.ac.uk/services/it/regulationscommitteesandpolicies/](http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies/)

<sup>13</sup> [www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/)

<sup>14</sup> [www.gla.ac.uk/services/humanresources/staff/mgrs-admin/employee/grievance/](http://www.gla.ac.uk/services/humanresources/staff/mgrs-admin/employee/grievance/)

<sup>15</sup> [www.gla.ac.uk/services/senateoffice/calendar/](http://www.gla.ac.uk/services/senateoffice/calendar/)

- **Staff:** general composition of employees of the University, recruitment and selection, promotion, training and development (including Performance and Development Review outcomes), sickness absence, grievances and disciplinary procedures<sup>16</sup>.
- **Students:** general composition of the students of the University, admissions, retention, progression, degree classification, complaints, appeals and conduct<sup>17</sup>

8.3 Information collected will be reported to the Equality and Diversity Strategy Committee in the first instance, and will be used to inform future equality and diversity work across the institution.

8.4 This policy shall be reviewed in the event of a change to relevant legislation, and in any event on a biennial basis.

## 9. Other relevant University policies

This Policy forms part of the University's suite of policies which govern the day-to-day workings of the institution.

9.1 Information on staff-related policies can be found on the University's Human Resources Department web page: [www.gla.ac.uk/services/humanresources/staff](http://www.gla.ac.uk/services/humanresources/staff)

9.2 Information on student-related policies can be found on the University's Senate Office web page: [www.gla.ac.uk/services/senateoffice/policies/](http://www.gla.ac.uk/services/senateoffice/policies/)

9.3 The Equality and Diversity Strategy and Action Plan can be found on the Equality and Diversity Unit webpage: [www.gla.ac.uk/services/humanresources/equalitydiversity/strategy2011-2015/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/strategy2011-2015/)

## 10. Useful contacts

### 10.1 Internal

#### Equality and Diversity Unit

(main office is not on main campus – meetings can be arranged by appointment)

Tay House, University of Glasgow

Glasgow G12 8QQ

Tel: 0141 330 1887

Email: [equality@glasgow.ac.uk](mailto:equality@glasgow.ac.uk)

[www.gla.ac.uk/services/equalitydiversity/](http://www.gla.ac.uk/services/equalitydiversity/)

#### Human Resources

(main office is not on main campus – meetings can be arranged by appointment)

Tay House, University of Glasgow

Glasgow G12 8QQ

Tel: 0141 330 3898

Web: [www.gla.ac.uk/services/humanresources](http://www.gla.ac.uk/services/humanresources)

Local support is available from College Human Resources Teams

[www.gla.ac.uk/services/humanresources/contactus/](http://www.gla.ac.uk/services/humanresources/contactus/)

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<sup>16</sup> Information gathered by Human Resources Department

<sup>17</sup> Information gathered by Recruitment and International Office, Planning Office, and Senate Office

**Learning Enhancement & Academic Development Service**

Southpark House  
64 Southpark Avenue  
Glasgow G12 8LB  
Tel: 0141 330 3370  
Web: <https://www.gla.ac.uk/myglasgow/leads/>

**Respect Advisers Network**

Web: [www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/ran/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/ran/)

**Senate Office**

Main Building  
University of Glasgow  
Glasgow G12 8QQ  
Tel: 0141 330 6063  
Web: [www.gla.ac.uk/services/senateoffice](http://www.gla.ac.uk/services/senateoffice)

**The Students' Representative Council**

McIntyre Building  
University Avenue  
Glasgow G12 8QQ  
Tel: 0141 330 5360  
Email: [enquiries@src.gla.ac.uk](mailto:enquiries@src.gla.ac.uk)  
Web: [www.glasgowstudent.net](http://www.glasgowstudent.net)

**Trades Unions**

University and College Union – Glasgow  
UCUG Office  
68 Oakfield Avenue  
University of Glasgow  
Glasgow, G12 8QQ  
Tel & Fax: 0141 330 5375  
Email: [ucug@gla.ac.uk](mailto:ucug@gla.ac.uk)  
Web: [www.gla.ac.uk/services/organisations/ucug](http://www.gla.ac.uk/services/organisations/ucug)

Unison – University of Glasgow  
Unison Office  
University of Glasgow  
68 Oakfield Avenue  
Glasgow G12 8QD  
Tel & Fax: 0141 330 5570  
Email: [guunison@udcf.gla.ac.uk](mailto:guunison@udcf.gla.ac.uk)

Unite the Union - Glasgow University Group  
Email: [Unite@glasgow.ac.uk](mailto:Unite@glasgow.ac.uk)

GMB Union  
Web: [www.gmbscotland.org.uk/](http://www.gmbscotland.org.uk/)

## 10.2 External

### Equality Challenge Unit

Web: [www.ecu.ac.uk](http://www.ecu.ac.uk)

### Equality and Human Rights Commission

151 West George Street

Glasgow

G2 2JJ

Tel: 0141 228 5910 (non helpline calls only)

Email: [scotland@equalityhumanrights.com](mailto:scotland@equalityhumanrights.com)

Web: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### EHRC Codes of Practice and Technical Guidance

[www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/](http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/)

### Equality Advisory Support Service (formerly EHRC helpline)

Freepost FPN4431

Main Tel: 0808 800 0082

Textphone: 0808 800 0084

Web: [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)



## Appendix A - Legal Context and Definitions

### A1. The Equality Act 2010

The Equality Act came into force in October 2010. Sections of the Act apply to the provision of goods, facilities and services, premises, employment and education.

#### A1.1 Protected Characteristics

The Equality Act outlines nine grounds upon which discrimination is unlawful. These are known as 'protected characteristics' and they are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

#### A1.2 Direct Discrimination

Direct discrimination is defined as treating one person less favourably than another, because of a protected characteristic.

A1.2.1 **Discrimination by association** is a type of direct discrimination against someone because they associate with another person who possesses a protected characteristic.

A1.2.2 **Discrimination by perception** is a type of direct discrimination against someone who is perceived to have a protected characteristic.

#### A1.3 Indirect Discrimination

Indirect discrimination is when a provision, criterion or practice is applied, which particularly disadvantages people with a protected characteristic. Indirect discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

#### A1.4 Discrimination arising from a disability

Discrimination arising from a disability is when someone is treated unfavourably because of something arising as a consequence of their disability. This type of discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

#### A1.5 Harassment

Harassment is defined as unwanted conduct that has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for a person, or violating a person's dignity. There is more information about harassment in the University's Dignity at Work and Study policy<sup>18</sup>.

#### A1.6 Victimisation

Victimisation is defined as treating a person less favourably because they have complained about discrimination or harassment, or helped someone else to do so.

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<sup>18</sup> [www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/index.html](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/index.html)

### A1.7 Positive Action

The Equality Act 2010 allows “positive action” as a proportionate means of enabling or encouraging people with a protected characteristic to overcome or minimise disadvantage, or participate in activity where they are underrepresented. This includes allowing employers to recruit or promote employees because of their protected characteristic **if they are as qualified<sup>19</sup> as other candidates**, provided this is done on a case-by-case basis rather than as a matter of policy.

## A2. Public Sector Equality Duty

A2.1 The University is a public body and as such is subject to, and compliant with, the Public Sector Equality Duty. This is defined as the general duty<sup>20</sup> which is supported by specific duties<sup>21</sup>.

A2.2 The general duty requires the University to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and other prohibited conduct.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a relevant protected characteristic and those who do not.

A2.3 The specific duties require the University to:

- Report progress on mainstreaming the equality duty every 2 years.
- Publish equality outcomes, and report progress every 2 years.
- Assess and review policies and practices against the needs of the general duty.
- Gather and use employee information to better perform the equality duty.
- Publish gender pay gap information and report progress every 2 years.
- Publish statements on equal pay and occupational segregation and every 4 years.
- Consider award criteria and conditions in relation to procurement.
- Publish information in a manner which is accessible to the public<sup>22</sup>.

## A3. The Human Rights Act 1998

A3.1 The Human Rights Act came into force in 2000, and incorporates the rights and freedoms of the European Convention on Human Rights into UK law. Particularly relevant to the Higher Education context are the rights to:

- Freedom of expression, including the freedom to hold opinions and to receive and impart information and ideas.
- Freedom of thought, conscience and religion, including the freedom to manifest religion or belief.
- Freedom of peaceful assembly and freedom of association
- The prohibition of discrimination in pursuing the rights and freedoms of the Act.

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<sup>19</sup> The word ‘qualified’ is used here in a broad sense, and is intended to encompass all aspects of the person specification (including skills, knowledge and experience as well as formal qualifications).

<sup>20</sup> s149 Equality Act 2010

<sup>21</sup> Equality Act (Specific Duties) (Scotland) Regulations 2012

<sup>22</sup> [www.gla.ac.uk/services/humanresources/equalitydiversity/equalityact/psed/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/equalityact/psed/)

A3.2 The freedoms set out above are not absolute rights, but are qualified, in that they may be interfered with if there is a threat to public order or safety, health or morals, or the rights and freedoms of others. Any interference must be lawful and proportionate.

#### **A4 The Further and Higher Education (Scotland) Act 2005**

A4.1 Section 26 of this Act provides that institutions must have regard to the desirability of ensuring academic freedom for those who are teaching, providing learning, or engaged in research. The exercise of such freedom must not adversely affect the person's appointment or any entitlements or privileges.

A4.2 In this context, academic freedom includes freedom, within the law, to hold and express ideas, to question and test established ideas and received wisdom, and to present controversial or unpopular points of view.

## Appendix B - Equality monitoring

B1 Monitoring is a key process for the successful implementation of equality and diversity policies and action plans, and conducting Equality Impact Assessments (EIAs). Monitoring assists with highlighting positive and negative trends within the organisation and is particularly relevant to:

- Student and staff recruitment
- Student attainment
- Student retention
- Staff grades and occupational types
- Staff recruitment, development and promotion
- Take up of services by diverse groups
- Complaints

B2 Monitoring is required for the following reasons:

- Higher education institutions have a legal duty to collect, analyse and monitor equality data<sup>23</sup>.
- To assist the University in providing an accurate picture of the diversity of its population and achievements.
- To assist with good practice by proving or disproving any myths about any minority group or its achievements.
- To meet requirement of external agencies such as providing data sets to the Higher Education Statistical Agency (HESA).
- To aid the completion of Equality Impact Assessments<sup>24</sup>.

B3 The benefits of monitoring

- To support institutional strategies, such as internationalisation
- To inform and improve policy and practice for staff and students
- To identify gaps or where there is under-representation
- To enable programmes of positive action
- To assist with measuring the quality of experience for diverse staff and students
- To ensure implementation of good practices
- To inform management and assist with objective decision making

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<sup>23</sup> The Public Sector Equality Duty, as outlined in the Equality Act 2010 (Specific Duties)(Scotland) Regulations 2012.

<sup>24</sup> EIA Policy and Guidance: [www.gla.ac.uk/services/humanresources/equalitydiversity/policy/eias/index.html](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/eias/index.html)

## Appendix C – Age

### C1 Age requirements for certain courses

Decisions on admission to certain courses are made not only on the basis of qualifications achieved, but on maturity and experience judged necessary to successfully participate in aspects of the course, for example interaction with patients. This may result in some exceptionally young applicants not being admitted to the course. Courses will make their entry requirements clear to applicants, and will judge each case on its merits.

### C2 Retirement Guidance for University staff

- C2.1 The University does not operate a default retirement age. This means that there is not a set age when staff are required to retire from the University. Members of staff can still choose to retire from their post by giving their normal contractual notice.
- C2.2 Should a member of staff wish to retire, they should discuss it with their Head of School, Director of Research Institute or University Service in the first instance, then contact their Human Resources Team to make the necessary arrangements.
- C2.3 It is recognised that discussing future retirement provides the opportunity for both the member of staff and the University to plan for the future. In line with ACAS guidelines it is suggested that a good forum for discussion of future plans including retirement is through the annual Performance and Development Review process. This process can incorporate discussion with staff of all ages about where they see themselves in the next few years and their future contribution to the organisation. Where an employee indicates that they are considering retirement, a more detailed discussion can take place around their intentions. To avoid age discrimination it is good practice to ensure that all staff are asked about their future plans. This does not preclude members of staff who are considering retirement discussing their plans with their line manager or Head of School/DoRI/University Service at any point in the year.
- C2.4 It is important to note that if a member of staff indicates in discussions that they intend to retire, this decision is not binding until they give formal notice.

### C3 Further information and contacts<sup>25</sup>

#### C3.1 On Campus

##### University Age Equality Champion

Position Vacant as at January 2019

Email: [agechampion@glasgow.ac.uk](mailto:agechampion@glasgow.ac.uk)

Staff Handbook [www.gla.ac.uk/services/humanresources/staff/handbook/](http://www.gla.ac.uk/services/humanresources/staff/handbook/)

##### Pay and Pensions Section

Finance and Purchasing Office

Gilbert Scott Building

Glasgow G12 8QQ

[www.gla.ac.uk/services/finance/payandpensions/](http://www.gla.ac.uk/services/finance/payandpensions/)

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<sup>25</sup> Please also see section 10 of the policy.

**Mature Students' Association**

62 Oakfield Avenue

Glasgow G12 8QQ

[www.gla.ac.uk/services/maturestudentsassociation/](http://www.gla.ac.uk/services/maturestudentsassociation/)

**University of Glasgow Retired Staff Association**

[www.gla.ac.uk/alumni/retiredstaffassociation/](http://www.gla.ac.uk/alumni/retiredstaffassociation/)

## Appendix D - Disability

### D1 Definition of 'disability'

Disability is defined in the Equality Act 2010. A person has a disability if s/he has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on her/his ability to carry out normal day to day activities.

In addition, the University recognises the social model of disability, which defines disability as created by barriers in society such as inaccessible buildings, stereotyping and prejudice, and inflexible policies and practices. The University aims to eliminate such barriers for staff, students and visitors to campus.

### D2 Supporting Infrastructure

D2.1 For students with a disability, mental health condition, or chronic medical condition, the first point of contact will be the **Disability Service**. Further information about the support provided within the University can be found on Disability Service website [www.gla.ac.uk/services/disability](http://www.gla.ac.uk/services/disability). Students are encouraged to register with the Disability Service as early as possible in order to maximise the potential support available. This is particularly important if adjustments to exams are likely to be required.

D2.2 University staff may seek referral to the Disability Service via the **Occupational Health Unit**.

D2.3 The **Disability Equality Group** members have a responsibility for implementation of University strategies, policies and practices as they relate to disabled staff or students. Its remit includes supporting and advising the University on its legal obligations, promoting cultural change, considering implications of external good practice and overseeing the implementation and further development, as necessary, of policies and practices relating to disability equality. The group consults with relevant stakeholders as appropriate. It reports to The Equality and Diversity Strategy Committee.

D2.4 The University maintains a dedicated email address for reporting of physical access issues on campus: [physicalaccessissues@gla.ac.uk](mailto:physicalaccessissues@gla.ac.uk).

### D3. Disability Confident

The University of Glasgow is a [Disability Confident](#) employer which has a guaranteed interview scheme for job vacancies. The aims and objectives of Disability Confident are to:

- challenge attitudes towards disability
- increase understanding of disability
- remove barriers to disabled people and those with long term health conditions in employment
- ensure that disabled people have the opportunities to fulfill their potential and realise their aspirations

**D4. Reasonable Adjustments**

- D4.1 When shortlisted for interview, job applicants will be given the opportunity to indicate whether there are any reasonable adjustments that can be made in order for them to participate fully in the interview process.
- D4.2 It is the responsibility of the Head of School, Director of Research Institute or Head of Service, with support from the appropriate Human Resources Manager, to ensure that reasonable adjustments are made for a disabled employee. It is important that consultation is carried out with the disabled person prior to their starting work.
- D4.3 Reasonable adjustments may include amending a provision, criterion or practice, altering premises, or providing auxiliary aids. A reasonable adjustment does not include lowering of competence standards.
- D4.4 Advice and guidance on reasonable adjustments can be obtained from the Occupational Health Unit or Disability Service.
- D4.5 Assistance with the cost of aids and equipment, alteration to premises, and personal support may be available from Disability Service, and/or via the Access to Work scheme (see further information section).
- D4.6 Disabled students should consult with Disability Service, as early as possible in their course, with regard to reasonable adjustments to enable them to participate as fully as possible in their course of study. Examples may include assistive technology, extra time in exams or a note-taking service. Assistance may include an application for Disabled Students Allowance to help towards the cost of any aids, services or equipment. Further details are available on the Disability Service website.
- D4.7 Visitors to the University may also request reasonable adjustments to enable them to use the University's facilities and services. Depending on the nature of the visit, this may include information in alternative formats, a hearing loop system, accessibility to public events and venues, and arrangements for emergency evacuation of disabled visitors.

**D5. Staff or students who become disabled at work or study**

- D5.1 Every effort will be made to ensure that the staff member or student can continue in employment, or on their programme of study. This may include reasonable adjustments, depending on the nature of the situation. The staff member or student will be consulted fully.
- D5.2 Possible options for staff could include modification of the post, redeployment, early retirement or termination of employment on the grounds of incapacity. Termination or early retirement can only be justifiable if the disability makes it impossible for the individual to perform the main functions of the job, and if redeployment is not practicable.
- D5.3 An employee who becomes disabled at work should discuss the situation and their requirements with their Head of School, Director of Research Institute or Head of Service, or with the relevant Human Resources Manager.
- D5.4 A student who becomes disabled during their programme of study should discuss the situation and their requirements with their Adviser of Studies and the Disability Service.



**D6 Carers**

**D6.1** Carers<sup>26</sup> are protected against discrimination by association (see appendix A) with the protected characteristic of disability. The University will strive to implement policies and procedures to support staff and students who are carers.

**D7. Other relevant University policies**

Student Mental Health Policy and Guidance - [www.gla.ac.uk/media/media\\_362870\\_en.pdf](http://www.gla.ac.uk/media/media_362870_en.pdf)  
 Capability Procedure - [www.gla.ac.uk/services/humanresources/staff/all/health/capability/Sickness/Absence policy](http://www.gla.ac.uk/services/humanresources/staff/all/health/capability/Sickness/Absence%20policy) -  
[www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/](http://www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/)

Guide for Academic Staff Supporting Disabled Students

Accessible Public Events policy and procedure

Recruitment and Selection policy and procedures -  
[www.gla.ac.uk/services/humanresources/recruitment/](http://www.gla.ac.uk/services/humanresources/recruitment/)

Student Carers' Policy  
[www.gla.ac.uk/services/senateoffice/policies/studentssupport/studentcarerspolicy/](http://www.gla.ac.uk/services/senateoffice/policies/studentssupport/studentcarerspolicy/)

Staff Leave Policies (including Emergency Time off to care for Dependents) -  
[www.gla.ac.uk/services/humanresources/staff/all/worklife/leave/](http://www.gla.ac.uk/services/humanresources/staff/all/worklife/leave/)

Flexible Working Policy for University Staff -  
[www.gla.ac.uk/services/humanresources/staff/all/worklife/flexibleworking/policy/](http://www.gla.ac.uk/services/humanresources/staff/all/worklife/flexibleworking/policy/)

**D8. Further information and contacts<sup>27</sup>****D8.1 On campus****University Disability Equality Champion**

Professor Frank Coton

Email: [disabilitychampion@glasgow.ac.uk](mailto:disabilitychampion@glasgow.ac.uk)

Accessibility information: <http://www.gla.ac.uk/about/accessibility/>

**Disability Service**

65 Southpark Avenue

Glasgow G12 8LE

Tel: 0141 330 5497

Email: [disability@gla.ac.uk](mailto:disability@gla.ac.uk)

Web: [www.gla.ac.uk/services/disability/](http://www.gla.ac.uk/services/disability/)

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<sup>26</sup> A carer is someone who has sole or shared responsibility for providing emotional or practical support to a relative, close friend or neighbour because they are ill, have a disability, are experiencing mental distress or affected by substance abuse

<sup>27</sup> Please also see section 10 of the policy.

**The Library**

[www.gla.ac.uk/services/library/usingthelibrary/informationforstudents/disabledstudents/](http://www.gla.ac.uk/services/library/usingthelibrary/informationforstudents/disabledstudents/)

**Residential Services**

Level 1, The Fraser Building

65 Hillhead Street

Glasgow G12 8QF

Tel: 0141 330 4743

Email: [accom@glasgow.ac.uk](mailto:accom@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/residentialservices/](http://www.gla.ac.uk/services/residentialservices/)

& [www.gla.ac.uk/services/residentialservices/equalityandaccessibility/](http://www.gla.ac.uk/services/residentialservices/equalityandaccessibility/)

**Occupational Health Unit**

63 Oakfield Avenue

Glasgow G12 8LP

Tel: 0141 330 7171

Email: [ohu@admin.gla.ac.uk](mailto:ohu@admin.gla.ac.uk)

Web: [www.gla.ac.uk/services/occupationalhealthunit/](http://www.gla.ac.uk/services/occupationalhealthunit/)

**Estates and Buildings**

Tel: 0141 330 6000

Email: [physicalaccessissues@gla.ac.uk](mailto:physicalaccessissues@gla.ac.uk)

**Conference & Visitor Services Office**

Tel: 0141 330 5385

Email: [cvso@glasgow.ac.uk](mailto:cvso@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/cvso/](http://www.gla.ac.uk/services/cvso/)

**D8.2 External****Access to Work**

Anniesland Jobcentre Plus

Baird Street

Glasgow G90 8AN

Tel: 0141 950 5327

Textphone: 0845 602 5850

Email: [atwosu.glasgow@dwp.gsi.gov.uk](mailto:atwosu.glasgow@dwp.gsi.gov.uk)

Web: [www.gov.uk/access-to-work/overview](http://www.gov.uk/access-to-work/overview)

**SKILL – the National Bureau for Students with Disabilities**

Helpline: 0800 328 5050

Email: [students@disabilityrightsuk.org](mailto:students@disabilityrightsuk.org)

Web: [www.skill.org.uk](http://www.skill.org.uk)

**LEAD Scotland – Linking Education And Disability**

Tel: 0131 228 9441

Email: [enquiries@lead.org.uk](mailto:enquiries@lead.org.uk)

Web: [www.lead.org.uk](http://www.lead.org.uk)

For information on external organisations who can provide support to people with specific disabilities, please visit the Disability Service webpages.

## Appendix E – Gender Reassignment

### E1 Definition of ‘gender reassignment’ and ‘trans’

E1.1 Gender reassignment is defined in the Equality Act 2010 as a person who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning a person’s sex by changing physiological or other attributes of sex.

E1.2 Trans is an inclusive term for people who identify themselves as transgender or transsexual. The word ‘trans’ can be used without offence (as an adjective) to describe people who:

- Are undergoing gender transition/reassignment
- Identify with a different gender from that which they were assigned at birth, but have not decided to undergo medical treatment
- Choose to dress in clothes typically worn by the other sex.

Sometimes trans is written trans\* to refer to the full diversity of gender identity.

### E2 Confidentiality

It is an offence under the Gender Recognition Act 2004 to disclose information about a person’s gender history, or any application they may have made for a gender recognition certificate, unless that disclosure is made with the person’s explicit consent. It would be good practice for any such consent to be in writing in order that a record may be kept.

### E3 Supporting Infrastructure

E3.1 The **Gender and Sexual Diversity Group** remit includes supporting and advising the University on its legal obligations, promoting cultural change, considering implications of external good practice and overseeing the implementation and further development, as necessary, of policies and practices relating to the protected characteristics of sexual orientation, gender reassignment and marriage and civil partnership. The group consults with relevant stakeholders as appropriate. It reports to the Equality and Diversity Strategy Committee.

E3.2 The University supports a **LGBT (Lesbian, Gay, Bisexual and Transgender) staff network**, whose purpose is to provide a forum for discussing appropriate issues of mutual interest in a safe environment, networking opportunities, contributions to policy and social events.

E3.3 The **GULGBTQ+ (Glasgow University Lesbian Gay Bisexual Transgender and Queer + Students’ Association)** is a students’ society formed to provide an open and welcoming space for people under the LGBTQ+ banner (the banner includes people from outside the acronym; moreover, the society welcomes everyone from every background). It provides both a welfare and social space so that people can get to know each other. It is affiliated to the Glasgow University Students’ Representative Council.

## **E4 Code of Practice on supporting a student or staff member who is transitioning**

### **E4.1 Awareness of potential barriers**

All staff and students should be aware of the barriers and discrimination that may be encountered by a trans person. Examples include:

- Excluding the trans person from work or work-related activity.
- Verbal or physical threats.
- Refusing to address the person in their acquired gender or to use their new name.
- Revealing the trans status of a person to others without their consent ('outing' them).
- Passing judgement on how 'convincing' the person is in their acquired gender.
- Refusing to allow a trans person to use single-sex facilities appropriate to their acquired gender.
- Less favourable treatment in regard to sickness or other absences.
- Refusal to acknowledge the rights of a trans person, or that a transition has occurred.

### **E4.2 Planning and Managing transition**

A member of staff who is planning to transition should speak with their line manager, a member of their local Human Resources team or the Equality and Diversity Unit, in the first instance. A student who is planning to transition should speak with their Adviser of Studies. In both cases, the trans person should be supported to put in place a plan for managing the transition. The plan may include:

- New name and title.
- When they wish to start using the new name and title.
- When they wish to start dressing and presenting in their acquired gender.
- Any dress codes which need to be considered (e.g. uniform requirements).
- When the person wishes to start using toilet and changing facilities appropriate to their acquired gender. (NB: Disabled toilets should not be suggested as an alternative).
- Expected timescale of any medical procedures, if known.
- Details of time off required for medical treatment and how this will be managed.
- List of records or other systems requiring amendment. Note issues may arise if a student holds a student visa.
- When other members of staff and students should be informed, and how this should be done.
- Details of any educational material which could be used when informing others of the transition.
- Other University departments which need to be made aware of the transition, and when they should be informed.
- Note of how any bullying or harassment will be dealt with.

### **E4.3 Name and Gender Changes**

**E4.3.1** Once a trans person has made known their chosen name, this name should be used in all circumstances, rather than their birth name. However, if a student holds a student visa in their birth name or gender, the University will not be able to change their primary record. The University is required to maintain student personal records consistent with the identity given on their visa.

**E4.3.2** The University will normally need to see some proof of a name change, for example a birth certificate, passport or statutory declaration of name change in order to amend student records. Requests for such changes will be kept confidential. This will change a student's primary name in the University records and on their degree certificate. If a student is

unable to provide such proof of identification in a new name or gender they should contact the Student Services Enquiry Team (SSET) in writing or email to request a change to their records, quoting this section of the Equality and Diversity Policy. SSET will provide a declaration form to be completed to enable the University to verify the request. See <https://www.gla.ac.uk/myglasgow/students/sset/studentrecords/>

Staff should make contact with their local Human Resources team or the Equality and Diversity Unit in order to have their records amended.

E4.3.3 It is not appropriate to ask for evidence of medical supervision in order to amend records, as not all trans people will be under medical supervision. It is unlawful to require a Gender Recognition Certificate.

E4.3.4 No records should be changed without the permission of the person concerned. The University will need to agree with them the date from which their name and gender is changed on all student or staff records and public references (e.g. ID cards, contact details, email addresses, website references, payroll and pensions etc). See E4.2 'Planning and Managing the Transition' above).

#### E4.4 Time off for medical reasons

E4.4.1 Where a person needs to take time off work or study for medical assistance because of gender reassignment, they should not be treated any less favourably than if the absence was due to sickness or injury. Trans people may require time off for appointments (e.g. psychotherapy or voice therapy), surgery and recovery from surgery. Time off may vary considerably, from one week to around 12 weeks, depending on the nature of the surgery and the demands of the person's job or programme of study.

E4.4.2 Reasonable time off for gender reassignment reasons will be considered as a mitigating circumstance when applying section 7 of the Sickness Absence Policy for staff<sup>28</sup>.

#### E4.5 Provision of Gender Neutral Facilities

A trans person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets – according to the gender in which they present. The University of Glasgow also provides gender neutral toilet facilities in various locations on campus – details can be found on the Equality and Diversity Unit's website.

#### E4.6 In class/In front of colleagues

The trans person should be referred to by their preferred name and pronoun. If there is uncertainty regarding the correct pronoun to use, the person should be asked in advance how they would prefer to be addressed. Thoughtful planning and management of the transition process should help to avoid uncertainty and embarrassment in this regard. See E4.2 'Planning and Managing the transition' above.

#### E4.7 Student Accommodation

E4.7.1 University Residential Services recognise the specific needs and requirements of transitioning students in the provision of accommodation. If for this reason, a student has a specific need to be in either single or mixed sex accommodation, they should indicate this

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<sup>28</sup> [www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/#d.en.262412](https://www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/#d.en.262412)

in the application. This information will be kept confidential within the application procedure.

- E4.7.2 If a student chooses to transition during their time at University, and this requires a review of their accommodation, Residential Services will provide advice and support on a confidential basis.

### Transition Guidance and Action Plans

- [Action Plan to Support a Student Transitioning Gender](#)
- [Transitioning Staff – Guidance for Managers](#)

## E5 Further information and contacts<sup>29</sup>

### E5.1 On Campus

#### Student Services Enquiry Team

Web: [www.gla.ac.uk/students/sset/](http://www.gla.ac.uk/students/sset/)

#### University Gender and Sexual Diversity Equality Champion

(also has responsibility for transgender issues)

Professor Roibeard O Maolalaigh

Email: [sexualorientationchampion@glasgow.ac.uk](mailto:sexualorientationchampion@glasgow.ac.uk)

#### University of Glasgow LGBT staff network

[www.gla.ac.uk/services/lgbtstaffnetwork/](http://www.gla.ac.uk/services/lgbtstaffnetwork/)

#### GULGBTQ+ students' association

Email: [trans@gulgbt.co.uk](mailto:trans@gulgbt.co.uk)

Web: [www.gulgbtqplus.com](http://www.gulgbtqplus.com)

#### Residential Services

<http://www.gla.ac.uk/services/residentialservices/equalityandaccessibility/>

### E5.2 External

Stonewall Scotland

Web: [www.stonewallscotland.org.uk](http://www.stonewallscotland.org.uk)

Scottish Transgender Alliance

Email: [sta@equality-network.org](mailto:sta@equality-network.org)

Web: [www.scottishtrans.org](http://www.scottishtrans.org)

Transition Support Service

LGBT Health

Web: [www.lgbthealth.org.uk/content/transition-support-service](http://www.lgbthealth.org.uk/content/transition-support-service)

Gender Identity Research and Education Society

Web: [www.gires.org.uk](http://www.gires.org.uk)

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<sup>29</sup> Please also see section 10 of the policy.

Equality Challenge Unit Guidance  
“Supporting a Student or Member of Staff who is Transitioning”  
[www.ecu.ac.uk/publications/supporting-transitioning-guide](http://www.ecu.ac.uk/publications/supporting-transitioning-guide)

## Appendix F – Marriage and Civil Partnership

### F1 Equality legislation

Marriage and civil partnership is a protected characteristic under the Equality Act 2010, for the purposes of direct or indirect discrimination, and relates only to employment.

The protected characteristic applies only to people who are married or in a civil partnership, in other words single people are not protected under this heading.

### F2 Supporting Infrastructure

F2.1 The **Gender and Sexual Diversity Group** remit includes supporting and advising the University on its legal obligations, promoting cultural change, considering implications of external good practice and overseeing the implementation and further development, as necessary, of policies and practices relating to the protected characteristics of sexual orientation, gender reassignment and marriage and civil partnership. The group consults with relevant stakeholders as appropriate. It reports to The Equality and Diversity Strategy Committee.

F2.2 The University can be used as a venue for weddings and civil partnerships.

### F3 Further information and contacts<sup>30</sup>

#### F3.1 On Campus

##### University Gender Equality Champion

Professor Anne Anderson

Email: [genderchampion@glasgow.ac.uk](mailto:genderchampion@glasgow.ac.uk)

##### University Gender and Sexual Diversity Equality Champion

(also has responsibility for marriage and civil partnership issues)

Professor Roibeard O Maolalaigh

Email: [sexualorientationchampion@glasgow.ac.uk](mailto:sexualorientationchampion@glasgow.ac.uk)

##### University Interfaith Chaplaincy

Chapel Corridor (South)

West Quadrangle

Main Building

Glasgow G12 8QQ

Tel: 0141 330 5419

Email: [chaplaincy@glasgow.ac.uk](mailto:chaplaincy@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/chaplaincy/](http://www.gla.ac.uk/services/chaplaincy/)

Weddings and Civil Partnerships at the University

Web: [www.gla.ac.uk/services/chaplaincy/support/chaplaincyservices/](http://www.gla.ac.uk/services/chaplaincy/support/chaplaincyservices/)

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<sup>30</sup> Please also see section 10 of the policy.



## Appendix G – Race/Ethnicity

### G1 Definition of ‘race’<sup>31</sup>

The Equality Act 2010 defines race as including colour, nationality and ethnic or national origins.

### G2 Degree Attainment Gap

The University will strive to reduce the degree attainment gap<sup>32</sup>. To this end, the University will investigate the nature of, and reasons for, the gap, and will develop an action plan to address it.

### G3 Equality Outcomes

A number of the University’s Equality Outcomes under the Public Sector Equality Duty are linked to the protected characteristic of race/ethnicity. These include work on:

- Inclusive and accessible learning materials
- Investigating and reducing any disparities in degree attainment for students from different protected characteristic groups
- Addressing retention and progression issues based on protected characteristic groups
- Increasing the diversity of the Professoriate and management positions
- Fostering a supportive culture which promotes dignity and respect and where all staff feel valued and inappropriate behaviours are challenged.

**G4** The University is a corporate member of **BEMIS** (Black & Ethnic Minority Infrastructure in Scotland) which aims to tackle inequalities and empower ethnic minority communities.

### G5 Other relevant University policies

The University’s **Internationalisation Strategy**<sup>33</sup> commits to providing a culturally diverse learning environment and community for students and staff.

### G6 Further information and contacts<sup>34</sup>

#### G6.1 On Campus

##### University Race Equality Champion

Ms Bonnie Dean

Email: [racechampion@glasgow.ac.uk](mailto:racechampion@glasgow.ac.uk)

#### G6.2 External

##### Black and Ethnic Minorities Infrastructure Scotland (BEMIS)

The Centrum Building

3<sup>rd</sup> Floor, 38 Queen Street

Glasgow

G1 3DX

Web: [www.bemis.org.uk](http://www.bemis.org.uk)

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<sup>31</sup> The University recognises that the term ‘race’ is a socially constructed term. It is used here because it reflects the wording of the Equality Act 2010. For more information see the Equality Challenge Unit website:

[www.ecu.ac.uk/your-questions/what-terminology-should-i-use-when-talking-about-race](http://www.ecu.ac.uk/your-questions/what-terminology-should-i-use-when-talking-about-race)

<sup>32</sup> The degree attainment gap is defined as the difference between the percentage of white UK-domiciled students and the percentage of Black/Minority Ethnic UK-domiciled students gaining a First or 2(i) degree.

<sup>33</sup> [www.gla.ac.uk/about/internationalisation/ourpriorities/internationalisationstrategy/](http://www.gla.ac.uk/about/internationalisation/ourpriorities/internationalisationstrategy/)

<sup>34</sup> Please also see section 10 of the policy.

**West of Scotland Regional Equality Council**

39 Napiershall Street

Glasgow

G20 6EZ

Web: [www.wsrec.co.uk](http://www.wsrec.co.uk)

**Coalition for Racial Equality and Rights (CRER)**

78 Carlton Place

Glasgow

G5 9TH

Web: [www.crer.org.uk/](http://www.crer.org.uk/)

## Appendix H – Religion and Belief

### H1 Definition of ‘religion or belief’

- H1.1 Under the Equality Act 2010, references to religion and belief include any religious or philosophical belief, or lack of religion or belief.
- H1.2 The Human Rights Act 1998 provides freedom of thought, conscience and religion, including the freedom to manifest religion or belief. The freedom to manifest one’s religion or belief is not an absolute right, but is qualified, in that it may be interfered with if there is a threat to public order or safety, health or morals, or the rights and freedoms of others. Any interference must be lawful and proportionate.

### H2 Supporting Infrastructure

- H2.1 The **Religion & Belief Equality Group** remit includes supporting and advising the University on its legal obligations, promoting cultural change, considering implications of external good practice and overseeing the implementation and further development, as necessary, of policies and practices relating to the protected characteristic of religion or belief. The group consults with relevant stakeholders as appropriate. It reports to The Equality and Diversity Strategy Committee.
- H2.2 The **Chaplaincy** provides spiritual support and facilities for staff and students of all faiths and none. The University is strongly committed to interfaith working.
- H2.3 There are a number of faith-based **student societies** – a current list is available via the Students Representative Council.

### H3 Faith and reflection facilities

- H3.1 The University Chapel is located in the West Quadrangle, Gilmorehill Campus, and is open to people of all religions and belief and non-belief for prayers, reflection and meditation.
- H3.2 The Interfaith Chaplaincy provides an inter-faith room on the basement floor for prayers or quiet contemplation. This can be used by students and staff and can be booked via Chaplaincy staff. Further dedicated space is provided on level 9 of the Library, and at the School of Veterinary Medicine (Garscube Campus).
- H3.3 The Interfaith Chaplaincy also provides storage facilities and aids for worship in support of the various faith societies.
- H3.4 The Interfaith Chaplaincy facilities are enhanced by other faith provisions within walking distance of the main University campus, including the Catholic Chaplaincy based at Turnbull Hall, a Mosque on Oakfield Avenue and the Wellington Church on University Avenue. A full list of facilities is available from the Chaplaincy website.

## **H4 Code of Practice for implementing the Equality and Diversity Policy with respect to Religion and Belief.**

### **H4.1 Religious observance**

- H4.1.1 The University of Glasgow will make all reasonable efforts to provide suitable accommodation for prayer and religious observance, or quiet contemplation where practical.
- H4.1.2 All staff, regardless of their religion and belief, are required to work in accordance with their contract. There is likely to be some flexibility over how the hours are worked whilst still meeting service/business needs. Heads of School/Line Managers should make every attempt to ensure that those whose religion requires them to pray at certain times during the day are enabled to do so through agreed flexible working arrangements. In addition, similar effort should be made to accommodate requests from those who require, for example, an extra hour for midday prayer on Friday, or not to work beyond sunset on Friday, or (in the case of staff whose normal contracted hours of work would include weekend working) at the weekends in ways which conflict with their religious beliefs. Similar requests from students should also be considered sympathetically.

### **H4.2 Leave for religious festivals and extended leave**

- H4.2.1 In the UK some public holidays coincide with Christian religious festivals and holiday arrangements. In the interests of equality, those practising religions other than Christianity may request annual leave entitlement on dates most significant to them. These days should be agreed with the Head of School/Line Manager before timetables or assessment dates are drawn up. Requests for holiday entitlement to be taken at times of religious significance, the dates of which are uncertain in some religions (e.g. based on the lunar calendar) will be treated sympathetically. The number of annual leave days overall will remain as in the contract of employment for staff of any religious belief or none.
- H4.2.2 Staff may request occasional extended leave associated with religious or cultural needs. Line Managers should attempt to accommodate requests for extended leave for the purpose of, for example, going on pilgrimage. If the extended leave exceeds annual holiday entitlement, the excess days will be counted as unpaid leave.
- H4.2.3 If unclear, advice should be sought from the Equality and Diversity Unit or Human Resources Service.

### **H4.3 Assessments, Examinations, Interviews and Placements**

- H4.3.1 The University expects every student to take full responsibility for their academic work and progress, including class/placement attendance, assessed assignments and examinations.
- H4.3.2 However, the University recognises that there are circumstances where students may require to be absent, including religious observance, where the nature of the observance prevents attendance at a class or classes.
- H4.3.3 Heads of School, Directors of Services, Registry and Examination Officers should consider the main religious festivals when drawing up assessment, examination and interview dates (for student admissions and staff appointments).

- H4.3.4 Reasonable requests from students for extensions to assessment submission deadlines to accommodate religious observance should be considered sympathetically, but only if requests are received as soon as the deadlines are announced.
- H4.3.5 Consideration in examination timetabling requirements will be given to requests from students whose religious observance may result in absence on certain week days or at weekends, or at other times for specific religious festivals, but only if such requests are made early around the time of class enrolment and within 3 weeks of the start of the semester. Later requests, especially if made after examination timetables have been published, may not be granted.
- H4.3.6 Similar considerations as in H3.3.5 would be given to students on placements.

#### **H4.4 Dietary Requirements**

- H4.4.1 The University of Glasgow is committed to providing specific dietary requirements (e.g. vegetarian, vegan). Questions about, or suggestions for extending, the scope of the provision should be sent to Hospitality Services.
- H4.4.2 Hospitality Services maintain contact with appropriate external suppliers who can cater for specific dietary requirements.

#### **H4.5 Dress Code**

- H4.5.1 The University does not operate an overarching dress code for staff and students, except for uniformed staff (such as janitorial, security and hospitality staff), and those staff and students required to wear protective clothing, for example in laboratories and workshops. Local arrangements regarding appropriate standards of dress (particularly in service areas) may apply.
- H4.5.2 Students on placement visits may be required to follow particular dress codes, for example dental and medical students on placement in the National Health Service (NHS).
- H4.5.3 The wearing of religious and cultural dress, including clerical collars, headscarves, turbans and kipa (skull cap) is allowed and must not be discouraged. The exception to this is where the health, safety and welfare of the person is compromised by the wearing of such dress, or whether this is likely to enhance the risk to other persons, or where communication is hindered.
- H4.5.4 Students wearing face-coverings (e.g. niqab or burqa) may be required to remove these for the purposes of identification prior to the start of an examination. The University will ensure that such requests are made sensitively and that provision is made for the face-covering to be removed in private, in the presence of a female member of staff only.
- H4.5.5 The following points should be noted:
- Some religions and cultures determine a certain mode of dress. For example, the wearing of compulsory items such as the Kara (bangle) by Sikh men and women.
  - Wearing of clothes displaying offensive material, in any language, or which are in some other way offensive and may breach national law (for example, sectarian or racist slogans) will be considered a breach of the Equality and Diversity Policy and other University policies and regulations.

- Where necessary, the Equality and Diversity Unit may be contacted to assist with disseminating appropriate information explaining cultural dress and customs. Advice relating to protective clothing may be sought from the University's Safety and Environmental Protection Services.

## H5 Further information and contacts<sup>35</sup>

### H5.1 On Campus

#### University Religion and Belief Equality Champion

Professor Neal Juster

Email: [religionchampion@glasgow.ac.uk](mailto:religionchampion@glasgow.ac.uk)

#### University Interfaith Chaplaincy

Chapel Corridor (South)

West Quadrangle

Main Building

Glasgow G12 8QQ

Tel: 0141 330 5419

Email: [chaplaincy@glasgow.ac.uk](mailto:chaplaincy@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/chaplaincy/](http://www.gla.ac.uk/services/chaplaincy/)

Religion and Belief Guide: [www.gla.ac.uk/services/chaplaincy/religionsbeliefs/](http://www.gla.ac.uk/services/chaplaincy/religionsbeliefs/)

Faith and reflection facilities on campus and around Glasgow:

<http://www.gla.ac.uk/services/chaplaincy/worship/>

#### University Hospitality Services

1A The Square

Glasgow G12 8QQ

Tel: 0141 330 6177

Email: [hospitality@glasgow.ac.uk](mailto:hospitality@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/hospitality/](http://www.gla.ac.uk/services/hospitality/)

#### Safety and Environmental Protection Services

University of Glasgow

Pearce Lodge

Glasgow G12 8QQ

Tel: 0141 330 5562

Email: [safety@glasgow.ac.uk](mailto:safety@glasgow.ac.uk)

Web: [www.gla.ac.uk/services/seps/](http://www.gla.ac.uk/services/seps/)

### H5.2 External

#### Interfaith Scotland

532 Shields Road

Glasgow

Email: [admin@interfaithscotland.org](mailto:admin@interfaithscotland.org)

Web: [www.interfaithscotland.org](http://www.interfaithscotland.org)

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<sup>35</sup> Please also see section 10 of the policy.

## Appendix I – Sex (Gender) including Pregnancy and Maternity

### I1 Legal Context

Sex is a protected characteristic under the Equality Act 2010. This means that both men and women are protected from discrimination because of their sex.

### I2 Equal Pay and Gender Pay Gap

The University will strive to eliminate gender bias in pay and remuneration processes. To this end, the University will publish equal pay and gender pay gap information and an equal pay action plan.

### I3 Charter Marks

The University holds a bronze Athena SWAN award and is committed to progressing the Athena SWAN action plan, and to supporting individual Schools and RIs who wish to apply for departmental awards, either for Athena SWAN or Gender Equality Charter Mark.

As part of the Athena SWAN bronze action plan, the University is committed to taking steps towards the following objectives:

- Increasing the percentage of women in senior academic leadership roles.
- Increasing the number of women applying to academic posts.
- Increasing the percentage of women progressing to higher academic grades.
- Facilitating the return to work of staff from maternity, paternity and adoption leave.
- Improving the work/life balance of staff, particularly those with childcare responsibilities.

### I4 Other relevant University policies

#### I4.1 Student maternity, maternity support and adoption policy:

[www.gla.ac.uk/services/senateoffice/academic/studentpolicies/maternitypolicy/#d.en.128004](http://www.gla.ac.uk/services/senateoffice/academic/studentpolicies/maternitypolicy/#d.en.128004)

#### I4.2 Human Resources policies

- maternity leave
- paternity leave
- parental leave
- flexible working

[www.gla.ac.uk/services/humanresources/staff/all/worklife/](http://www.gla.ac.uk/services/humanresources/staff/all/worklife/)

### I5 Further information and contacts<sup>36</sup>

#### I5.1 On Campus

##### University Gender Equality Champion

Professor Anne Anderson

Email: [genderchampion@glasgow.ac.uk](mailto:genderchampion@glasgow.ac.uk)

University of Glasgow Equal Pay statement and Gender Pay Gap statement:

[www.gla.ac.uk/services/humanresources/staff/all/pay/paygrading/](http://www.gla.ac.uk/services/humanresources/staff/all/pay/paygrading/)

Athena SWAN at the University of Glasgow

[www.gla.ac.uk/services/humanresources/equalitydiversity/athenaswan/bronzeaward/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/athenaswan/bronzeaward/)

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<sup>36</sup> Please also see section 10 of the policy.

## **I5.2 External**

Athena SWAN Charter for Women in Science

[www.athenaswan.org.uk](http://www.athenaswan.org.uk)

Equality Challenge Unit – Gender Equality Charter Mark

[www.ecu.ac.uk/our-projects/gender-charter-mark](http://www.ecu.ac.uk/our-projects/gender-charter-mark)



## Appendix J – Sexual Orientation

### J1 Definition of ‘sexual orientation’

J1.1 The Equality Act defines sexual orientation as meaning a sexual orientation towards:

- Persons of the same sex
- Persons of the opposite sex
- Persons of either sex.

### J2 Supporting Infrastructure

J2.1 The **Gender and Sexual Diversity Group** remit includes supporting and advising the University on its legal obligations, promoting cultural change, considering implications of external good practice and overseeing the implementation and further development, as necessary, of policies and practices relating to the protected characteristics of sexual orientation, gender reassignment and marriage and civil partnership. The group consults with relevant stakeholders as appropriate. It reports to The Equality and Diversity Strategy Committee.

J2.2 The University supports an **LGBT (Lesbian, Gay, Bisexual, Transgender) staff network**, whose purpose is to provide a forum for discussing appropriate issues of mutual interest in a safe environment, networking opportunities, contributions to policy and social events.

J2.3 The GULGBTQ+ (**Glasgow University Lesbian Gay Bisexual Transgender and Queer + Students’ Association**) is a students’ society formed to provide an open and welcoming space for people under the LGBTQ+ banner (the banner includes people from outside the acronym; moreover, the society welcomes everyone from every background). It provides both a welfare and social space so that people can get to know each other. It is affiliated to the Glasgow University Students’ Representative Council.

J2.4 The University of Glasgow is a member of **Stonewall Diversity Champions**.

### J3 Code of Practice on implementing the Equality and Diversity Policy with respect to Sexual Orientation

J3.1 A supportive environment is provided for staff or students who wish it to be known that they are lesbian, gay or bisexual (LGB). However it is the right of individuals to choose whether they wish to be open about their sexuality in the University. The University wishes to encourage individuals to be open about their sexuality without fear of exclusion.

J3.2 Assumptions must not be made that partners of staff and students are of the opposite sex. Whenever possible, workplace benefits will apply equally to same-sex partners.

J3.3 Harassment or bullying will not be tolerated. Threatening to publicise the sexuality of a member of staff or student without their permission will be regarded as a form of harassment and will be subject to appropriate action.

## J4 Further information and contacts<sup>37</sup>

### J4.1 On Campus

#### **University Gender and Sexual Diversity Equality Champion**

Professor Roibeard O Maolalaigh

Email: [sexualorientationchampion@glasgow.ac.uk](mailto:sexualorientationchampion@glasgow.ac.uk)

#### **University of Glasgow LGBT staff network**

[www.gla.ac.uk/services/lgbtstaffnetwork/](http://www.gla.ac.uk/services/lgbtstaffnetwork/)

#### **GULGBTQ+ students' association**

Email: [president@gulgbt.co.uk](mailto:president@gulgbt.co.uk)

Web: [www.gulgbtqplus.com](http://www.gulgbtqplus.com)

### J4.2 External

#### **Stonewall Scotland**

Web: [www.stonewallscotland.org.uk](http://www.stonewallscotland.org.uk)

#### **Stonewall Diversity Champions**

Web: [www.stonewall.org.uk/scotland/at\\_work/diversity\\_champions\\_scotland/default.asp](http://www.stonewall.org.uk/scotland/at_work/diversity_champions_scotland/default.asp)

#### **Equality Network**

Web: [www.equality-network.org/](http://www.equality-network.org/)

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<sup>37</sup> Please also see section 10 of the policy.

## Appendix K – Refugees and Asylum Seekers

### K1 Definitions and legal position

K1.1 A ‘refugee’ is someone whose application for asylum in the UK has been successful<sup>38</sup>. A refugee will have the right to work and claim benefits (or, in the case of students, apply for student support) in the same way as UK citizens.

An ‘asylum seeker’ is someone who has sought asylum but whose application has not yet been accepted. Asylum seekers are not allowed to work in the UK, but they may do voluntary work. Some asylum seekers who are students may be entitled to assistance with tuition fees but are not entitled to student loans for living costs<sup>39</sup>.

K1.2 Neither Refugee nor Asylum Seeker status is included as a protected characteristic in the Equality Act 2010. Nevertheless, the University of Glasgow recognises the difficulties such groups face and will endeavour to support asylum seekers and those with refugee status within the University community. The University further recognises that the reasons for seeking asylum are likely to include reasons relating to one or more of the protected characteristics under the Equality Act 2010.

### K2 Supporting infrastructure

K2.1 **Glasgow Refugee, Asylum and Migration Network (GRAMNet)** is an initiative of the University of Glasgow working internationally, and across Scotland and the UK to build on the extensive expertise relating to migration, refugees and asylum, and with a particular interest in aspects of community cohesion. GRAMNet is a member of the **Scottish Refugee Council**.

K2.2 The University is a member of the UK Universities Network of the **Council for Assisting Refugee Academics**. The aim of the Network is to facilitate co-operation and collaboration between UK higher education institutions in support of refugee and threatened academics and in defence and promotion of academic and university freedoms worldwide.

K2.3 The University supports **Glasgow Student Action for Refugees (STAR)**. STAR works to improve the lives of refugees and asylum seekers through volunteering, fundraising and campaigning.

K2.4 The University works in partnership with the **Bridges Programme** to provide work shadowing opportunities to asylum seekers and refugees<sup>40</sup>.

K2.5 The University has appointed the Clerk of Senate to act as **Refugee Equality Champion**.

### K3 Further information and contacts

#### K3.1 On Campus

##### University Refugee Equality Champion

Professor Jill Morrison

Email: [refugeechampion@glasgow.ac.uk](mailto:refugeechampion@glasgow.ac.uk)

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<sup>38</sup> Under the 1951 UN Convention relating to the status of Refugees, a refugee is someone who is outside of his or her country, and unable to be protected by that country owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion. Source: Scottish Refugee Council. [www.scottishrefugeecouncil.org.uk/media/facts\\_and\\_figures/refugee\\_convention](http://www.scottishrefugeecouncil.org.uk/media/facts_and_figures/refugee_convention).

<sup>39</sup> SAAS Guide to student support 2013-14. [www.saas.gov.uk/forms/sas4.pdf](http://www.saas.gov.uk/forms/sas4.pdf)

<sup>40</sup> For further information please contact the Equality and Diversity Unit.

**GRAMNet** (webpage includes links to a range of other relevant information sources)

Web: [www.gla.ac.uk/research/az/gramnet/](http://www.gla.ac.uk/research/az/gramnet/)

**Glasgow Student Action for Refugees**

Web: [www.starglasgow.org.uk/](http://www.starglasgow.org.uk/)

Email: [starglasgow@googlemail.com](mailto:starglasgow@googlemail.com)

### **K3.1 External**

**Council for Assisting Refugee Academics**

Web: [www.cara1933.org/](http://www.cara1933.org/)

UK Universities Network representative: [Professor Alison Phipps](#)

**Scottish Refugee Council**

Web: [www.scottishrefugeecouncil.org.uk](http://www.scottishrefugeecouncil.org.uk)

**Bridges Programme**

Web: [www.bridgesprogrammes.org.uk](http://www.bridgesprogrammes.org.uk)