

Training and Development

The following courses on Equality and Diversity issues are available to book on-line at www.ncl.ac.uk/diversity/training

Half Day Courses: Managing Disability: Awareness into Action; Equality and Diversity Awareness Workshops; Managing with Dignity.

On-line Packages: Disability Confident; Equality and Diversity in Employment.

Contact the Equality and Diversity team

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Religion and Belief

Whether at work or in our private lives, we will come into contact with people with different religious beliefs. Legislation now makes discrimination, victimisation and harassment on the grounds of religion or belief unlawful.

The University has a new policy on Religion and Belief, which can be found on the webpage below. This website also contains:

- Religion and Belief: Guidance for Staff and Managers
- An introduction to some religion and belief represented on campus
- A Calendar of religious festivals.

Relevant Legislation

The Employment Equality (Religion and Belief) Regulations 2003.

Relevant Policies

Religion and Belief Policy.

Did you know?

In the 2001 Census, over 390,000 respondents gave their religion as "Jedi" after a campaign on the internet claimed – wrongly – that Jedi, the belief system at the heart of the Star Wars films, would receive official government recognition as a religion if enough people quoted it on their Census forms. (National Statistics 2003).

Further Information

www.interfaithcalendar.org
www.bbc.co.uk/religion



Equality and Diversity



Equality and Diversity

Newcastle University is unequivocally committed to the goal of fostering mutual respect and understanding between individuals and its constituent communities and to promoting equality of opportunity among staff and students alike. It encourages all staff and students to enjoy and celebrate its diverse culture.

This guide details information, support and resources available in the areas of Dignity at Work and the six Equality and Diversity strands covered by UK legislation: age, disability, gender, race, religion and belief and sexual orientation.

The Diversity website contains further information on all of these areas, along with news of upcoming initiatives and training events.

If you have any questions about the Diversity website or the information in this booklet, please contact the Equality and Diversity team on 0191 222 8794/3440.

Age

Age Discrimination is against the law. It also makes little sense. Whether you are recruiting for a new team member or dealing with a customer query, make sure you don't make assumptions based upon age-related stereotypes. In the job advert below, the words or phrases that could be discriminatory are highlighted. If you want to find out why these may be discriminatory, visit the website below.

Vacancies

Business Development Administrator

Highly motivated and **dynamic** team player wanted to join our **energetic** Business Development Team. Must have **5-7 years** experience. **GCSEs** in English and Maths essential.

Relevant Legislation

Employment Equality (Age) Regulations 2006.

Relevant Policies

Retirement Policy
Planned Retirement Process

Did you know?

From 2010 onwards, the number of young people reaching working age will begin to fall by 60,000 every year, fundamentally changing the shape of the UK workforce. (The Employers Forum on Age).

Further Information

Age Positive: www.agepositive.org.uk
Age Concern: www.ageconcern.org.uk
Employers Forum on Age: www.efa.org.uk

Dignity at Work

Dignity at Work. What's it all about?

Quite simply, it's about treating colleagues or customers with respect and dignity. Bullying and/or harassment leads to a miserable working environment which can have a huge impact on an individual's self-confidence and self-esteem. It's also bad for the University because it can lead to higher sickness absence, lower staff morale, higher staff turnover and a bad reputation.

What is the University doing about it?

Dignity at Work and Study Code of Practice is our procedure for dealing with bullying and harassment. It is available at the web address below, along with further information for managers, people who feel they are being bullied and those accused of bullying.

Dignity Support Volunteer Network

The DSV network provides confidential support to anyone who has an issue with bullying or harassment. The network can be contacted by calling 0800 0730277. The network also has a website at dsv.ncl.ac.uk

Dignity at Work Training

We also have a suite of training events on Dignity at Work for staff or managers. Contact the E& D Team for further information.

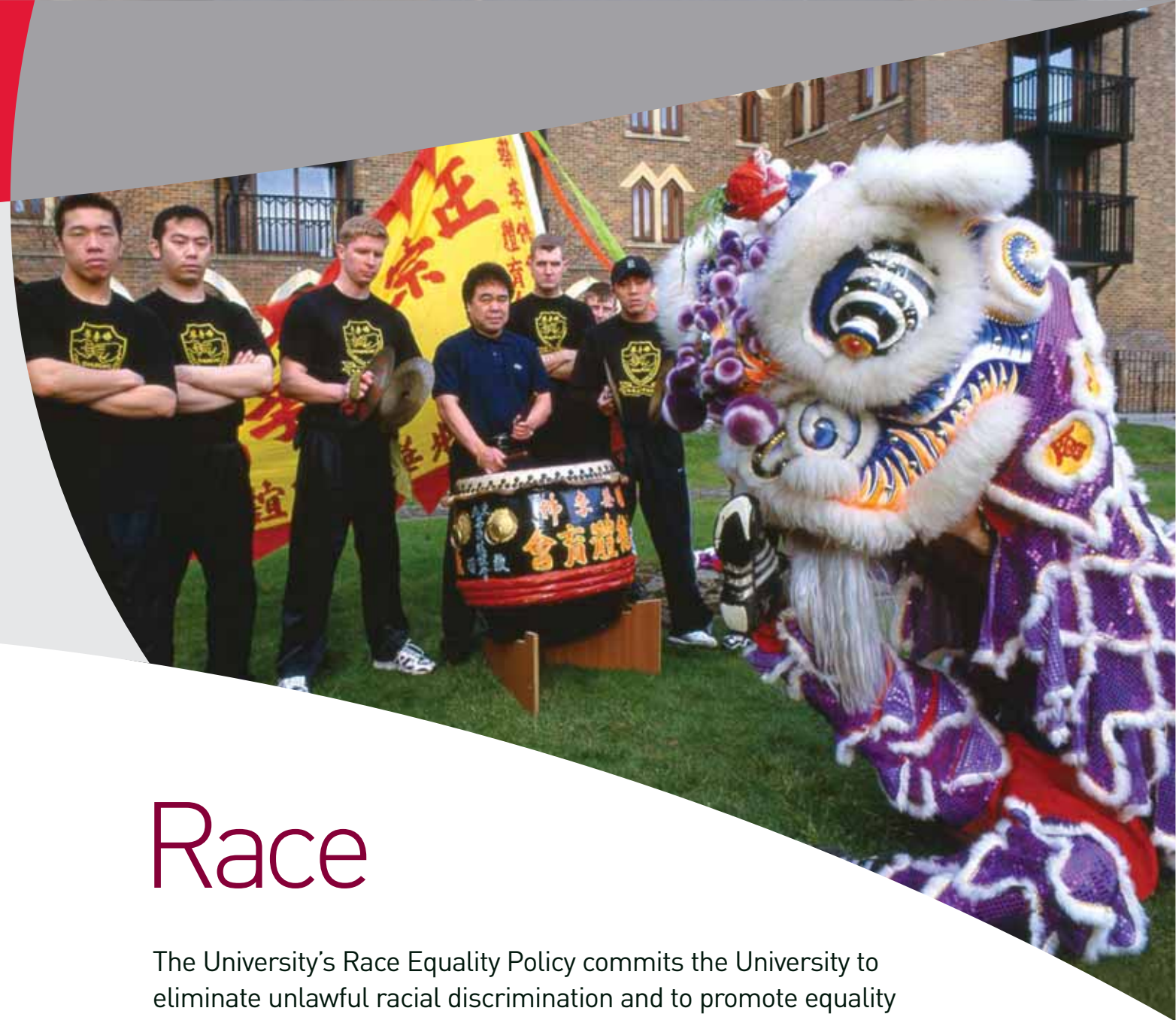
Handy Hints

Website dignityatwork.org gives top tips for dealing with bullies. We've adapted them:

1. Respect yourself and confront the bully
2. Keep a diary (also emails/letters and note who was there)
3. Don't isolate yourself and don't take the problem home
4. Speak to your manager or senior colleague
5. Get support – your union or the DSV network can help

Further Information

Acas: www.acas.org.uk
www.dignityatwork.org



Gender

The University's Gender Equality Scheme commits the University to the elimination of sex discrimination and the promotion of equality of opportunity between men and women. You can find the Gender Equality Scheme on the web link below.

Did you know?

In 1975 half of mothers with dependent children worked, and the employment rate of mothers of under fives was 28%. Latest figures show two-thirds of mothers and 55% of mothers of under fives in employment. (Source: eoc.org.uk)

Relevant Legislation

Sex Discrimination Act 1975, Equal Pay Act 1970, Equality Act 2006, Sex Discrimination (Gender Reassignment) Regulations 1999, Gender Recognition Act 2004, the Gender Equality Duty (GED).

Relevant Policies

Gender Equality Scheme
Gender Reassignment Policy (coming soon)

Further Information

www.eoc.org.uk
www.womenandequalityunit.gov.uk

Race

The University's Race Equality Policy commits the University to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups. The Race Equality Policy can be found on the website below.

Did you know?

30 years ago, Newcastle University awarded the Honorary Doctor of Civil Law to Dr Martin Luther King Jr. Newcastle was the only UK institution to award such an accolade and Dr King travelled to the city especially to accept this award.

Relevant Legislation

The Race Relations Act 1976, The Race Relations (Amendment) Act 2000.

Relevant Policies

Race Equality Policy

Further Information

Commission for Equality and Human Rights:
www.cehr.org.uk



Disability

Help us to help you

You may not know this but there are many sources of support and help available on the subject of disability. Whether you have a disability yourself, or you have a disabled staff member or you deal with disabled students, there are lots of resources available to you.

Staff members with a disability

If you're a new employee, it's important that you let the University know about your disability within the first six weeks of employment. This will make it easier to access support funding. If this is not possible (or you are not a new starter) then please inform your manager as soon as possible.

Disclosure isn't mandatory but it's important. It's your right to have reasonable adjustments made and not to be treated less favourably – directly or indirectly. We want to enable you to work to your full potential and may be able to do this by making reasonable adjustments such as changes to work duties, work schedules or location.

Sources of support

- Human Resources
- Occupational Health
- Safety Office
- Estates Office
- Hardware Loans Scheme
- Assistive Software

- Assistive Technologies Fund
- Access to Work Funding

For further information, see the website below.

If you are a manager with a member of staff who has a disability

A Manager's Toolkit is available on-line (on the website below) for managers who have a member of staff with a disability. This toolkit includes an introduction to the Disability Discrimination Act 1995, information about sources of support available and information about what to do if your team member tells you they have a disability.

If you work with students with disabilities

The Disability Support Service offer a range of services. You can find out more by visiting their website www.ncl.ac.uk/disability-support

Relevant Legislation

Disability Discrimination Act 1995 (as amended), Disability Discrimination Act 2005, Disability Equality Duty, Special Educational Needs and Disability Act 2001 (SENDA).

Relevant Policies

Disability Equality Scheme

Further information

Disability Rights Commission: www.drc.org.uk
Equality Challenge Unit: www.ecu.ac.uk

Sexual Orientation

Since 2003 it has been unlawful to discriminate against a person because of their actual or perceived sexual orientation. The legislation relates to the University as an employer and as an education provider.

From April 2007, it has become unlawful to discriminate in the provision of goods and service on the grounds of Sexual Orientation.

The University has a new policy on Sexual Orientation which can be found on the website below.

Look out for information on the Mosaic Network – this is an informal network for gay, lesbian, bisexual or transgender staff and students. Information will be posted on the Message of the Day or you can find out more by contacting the Equality and Diversity Team who will be able to point you in the right direction.

Did you know?

Stonewall estimate that there are 1.7 million lesbian, gay or bisexual people in the UK workforce.

Relevant Legislation

The Employment Equality (Sexual Orientation) Regulations 2003
The Equality Act (Sexual Orientation) Regulations 2007

Relevant Policies

Sexual Orientation Policy

Further Information

www.stonewall.org.uk