

Newcastle University School of Modern Languages Equality, Diversity & Inclusion Policy (the 'Policy')¹

1. Commitment to Equality, Diversity & Inclusion

Our Equality, Diversity & Inclusion (EDI) commitment is to develop a fully inclusive School of Modern Languages community which recruits and retains staff and students from all sectors of society. We will nurture them, ensuring that they can be developed within a positive and supportive culture that encourages everyone to flourish and reach their potential. We will build strong positive relationships between staff, students and external stakeholders (including contractors and visitors) and promote a common vision where diversity is valued by all. Everyone must be treated equally, with dignity and respect. We can identify how EDI matters are relevant to us and will assist us to achieve our core academic objectives.

2. Meaning of Key Terms

For the School of Modern Languages, 'Equality, Diversity & Inclusion' means the combination of the principles and practice of equal opportunities (including anti-discrimination legislation) and a broader view which recognises and accepts that each individual is unique and that differences are to be embraced and celebrated.² This includes the legal requirement to ensure that no individual is treated less favourably based on their protected characteristics of equality including age, disability, gender, gender reassignment status, marital or civil partnership status, political belief, pregnancy or maternity status, race (including ethnic origin, nationality and colour), religion or belief, sexual orientation, trade union membership, or any personal characteristic of the individual. Actions that undermine 'dignity and respect' include harassment, bullying and victimisation.

3. Responsibility for Policy

3.1. All staff in the course of their employment and all students in the course of their studies and others associated with the University, without exception, have an individual responsibility to ensure that they treat others with dignity and respect at all times and that their actions comply with the requirements of this Policy. This includes the use of electronic communication, social networking sites and anonymous online surveys.

3.2. A Director of Equality, Diversity & Inclusion will be appointed from the academic staff. To ensure full transparency and equality of opportunity, applications will be invited and the

¹ This Policy has drawn heavily on the Cardiff Law School Equality, Dignity and Diversity Policy and the Newcastle University Equality Strategy and Action Plan 2014-2016 and Newcastle Law School's adaptation of these policies. Newcastle School of Modern Languages gratefully acknowledges the use of those documents.

² Patrick, H. and V. Raj (2012), 'Managing workplace diversity issues and challenges', *Sage Open* (April-June), pp. 1-15; p. 1.

appointment will be made by a sub-group of the Committee for Equality, Diversity & Inclusion (CEDI; see below) according to a set of published criteria. The Director of EDI will be responsible for overseeing the implementation of this Policy and reviewing its operation with the support of the CEDI. In addition, the Director of EDI will be responsible for informing staff and students on the existence and content of the Policy and be available to advise staff and students on issues relating to EDI. The Director of EDI will be provided with relevant training to fulfil this role.

- 3.3. A Committee for Equality, Diversity & Inclusion (CEDI) will oversee the shaping and development of the Policy. The CEDI membership should reflect the different constituencies of staff and students within SML (e.g. UG, PGT and PGR students, hourly paid staff; PGR teachers; Professional Services staff; Research staff; full-time staff on Teaching and Scholarship or Teaching and Research contracts). A list of representative roles will be circulated and staff and students will be invited to put themselves forward for these. The CEDI will operate according to Terms of Reference that will be reviewed annually, and will report to School Executive Board, Student-Staff Committees, and the School Meeting.
- 3.4. Ultimate responsibility for the effective development and implementation of the Policy lies with the Head of School.

4. School of Modern Languages Governance

- 4.1. The School of Modern Languages will ensure that it complies with all relevant legislation and Newcastle University's policies on EDI.
- 4.2. The School of Modern Languages will uphold its commitment to EDI in all management decisions (including decisions of any duly convened committees). To this end, the process of decision-making should be open and transparent.
- 4.3. An equality analysis will be conducted on all new and reviewed policies and procedures in the School of Modern Languages, in accordance with the Newcastle University [Policy for Equality Analysis and Decision Making](#) ('Equality Analysis'). Equality Analysis will be used to identify and remove discrimination and to identify ways to advance equality of opportunity and foster good relations between people. Where an Equality Analysis identifies an area for improvement, positive changes and improvements will be made.
- 4.4. This Policy shall be disseminated as widely as possible. It shall be included in the Undergraduate and Postgraduate Handbooks, the Staff Handbook and be accessible via the School of Modern Languages website.

5. The School of Modern Languages and Students

- 5.1.** The School of Modern Languages will uphold its commitment to EDI in all dealings with students, including their recruitment, selection, teaching, assessment and the application of any discretionary procedures and policies.
- 5.2.** In its recruitment and admission of students, the School of Modern Languages will endeavour to encourage:
- 5.2.1. applicants from under-represented groups; and
 - 5.2.2. widening participation in higher education.
- 5.3.** Staff will take into account the needs and concerns of all students and uphold the commitment of the School of Modern Languages to EDI when dealing with students or student related matters, including when:
- 5.3.1. designing and delivering the curriculum;
 - 5.3.2. designing and conducting assessment;
 - 5.3.3. acting in the capacity of personal tutor;
 - 5.3.4. monitoring student performance.
- 5.4.** When teaching, staff will encourage an atmosphere in which all students feel that they are able to participate and benefit to their full potential.
- 5.5.** The School of Modern Languages will uphold its commitment to EDI in all decisions of the Examination Boards and the Personal Extenuating Circumstances Committee.
- 5.6.** Students will be made aware of the Newcastle University [Dignity and Respect Procedure](#). The Director of EDI will advise students wishing to make a complaint in accordance with that Procedure on the appropriate channels to follow.

6. The School of Modern Languages and Staff

- 6.1.** The School of Modern Languages will uphold its commitment to EDI in all dealings with staff, including their recruitment, appointment, conditions of employment, renewal of contracts (in the case of those on fixed-term contracts), workload allocation, performance appraisal, recommendations for promotion and dismissal.
- 6.2.** In its recruitment of staff, the School of Modern Languages will endeavour to encourage applicants from under-represented groups.

- 6.3. The Head of School will take into account the needs and concerns of all staff and will uphold the commitment of the School of Modern Languages to EDI when dealing with staff or staff-related matters.
- 6.4. The Head of School will ensure equality of opportunity between staff, including access to research support and workload allocation (subject to contractual terms).
- 6.5. The Head of School will encourage staff to undertake training courses to assist them further the commitment of the School of Modern Languages to EDI. The HoS will be responsible for organising such training in collaboration with Organisational Development.
- 6.6. Staff will be made aware of the Newcastle University [Dignity and Respect Procedure](#). The Director of EDI will advise staff wishing to make a complaint in accordance with that Procedure on the appropriate channels to follow.

7. The School of Modern Languages Environment

- 7.1. Staff and students in the School of Modern Languages should be encouraged to be active educational citizens and participate in EDI. Quality and equality are core principles in the ambition to move from simply providing an environment which is free from discrimination, harassment and victimisation to one which positively promotes good relationships between people who work and study and engage with the School of Modern Languages.
- 7.2. The commitment of the School of Modern Languages to EDI extends to the physical environment of the School of Modern Languages (including access, teaching spaces, teaching technology and communal rooms).
- 7.3. The Director of EDI will conduct an annual review of the physical environment of the School of Modern Languages, and report to the Head of School to determine if any reasonable adjustments are required to the physical environment of the School of Modern Languages in accordance with the Equality Act 2010. The Head of School will endeavour to make any reasonable adjustments identified in the annual review expeditiously, to the extent that such matters are within the power and control of the School of Modern Languages.

8. Approval of the policy

This policy was approved following consultation at a School Meeting on 21 May 2018 and shall have effect from this date.