

2.1 This policy applies all members of the University Community (see 3.2) including staff³ and students and relates to both individual and collective activities and dealings with others. It also extends to those who provide services to us, and to visitors to our campus.

3. RESPONSIBILITIES

3.1 University Council

3.1.1

equality obligations and for the approval of this Policy.

3.2 All members of the University Community⁴

3.2.1 All members of the University community have a responsibility to:

- read this policy and adhere to it and all associated procedures and policies flowing from it, as outlined in this document (as relevant to their roles); and
- complete all mandatory in-person and online training associated with this policy and associated procedures and policies, as required.

3.3 Managers, Academics and Advisors

3.3.1 Managers, academics and advisors who are professionally involved in staff and student support, development and supervision have specific responsibilities for the implementation of this policy to:

- take the lead in promoting a culture of dignity, respect, inclusion, free speech and academic freedom;
- implement all relevant policies and practice to support fair treatment in work and study; and
- take timely, relevant action to resolve concerns using the appropriate procedure.

3.4 Governance

3.4.1 The University Executive People and Culture Board (or such relevant Executive governance committee as is established) is responsible for monitoring implementation of this policy, including monitoring and reviewing its performance, and the effectiveness of this policy and associated procedures. An annual assurance report will be provided for Council/ Strategy and Performance Committee (or such relevant Council governance committee as is established) and other relevant committees.

³ Staff includes, whether remunerated or not, senior managers, officers and directors; employees (whether permanent, fixed-term, temporary, or casual); contract, seconded, and agency staff; volunteers, apprentices and interns; and others associated with (i.e. performing services for or on behalf of) the University (for example, agents and consultants)

⁴

members of University Council.

4. POLICY

4.1 General Principles

4.1.1

without intending to. Whichever form it takes it will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals.

4.3.2.4 Bullying may be by an individual against another individual (perhaps but not only by someone in a position of authority such as a manager or tutor) or against groups of people (a person may act in a bullying manner towards several colleagues). Similarly, a group of people may also be responsible for bullying behaviour towards an individual or other group (for example, if a group of staff members act in a way that leaves an individual or group feeling isolated or excluded). People in positions of authority can be bullied by those who are not

adapted keyboard to a member of staff with arthritis who has difficulty typing with a standard keyboard.

4.3.8.2 A member of staff or student will be considered to have a disability for the purposes of their right to reasonable adjustments, as defined above, if they have a physical or mental impairment; and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

4.3.8.3 Managers should work proactively and collaboratively with staff to put in place workplace adjustments. Effective workplace adjustments remove barriers to enable staff to fulfil their potential and benefits the University. See further details of the reasonable adjustments toolkit in Appendix A.

4.3.9 Violent Behaviour

4.3.9.1 Violence is the intentional use of physical force, threatened or actual, against another person, or against a group or community, which either results in or has a high likelihood of resulting in death, disability, injury, or harm (physical or psychological).

4.3.9.2 I (policy), violence includes: workplace violence, sexual violence and misconduct, domestic violence, coercive or controlling behaviour, stalking, hate crime, cyber abuse, and so-

5. BREACH OF THIS POLICY

5.1 We encourage any staff member or student who considers that they have been the victim of discrimination, harassment, bullying or victimisation to follow the process for resolution accessible through the links in Annex A, as applicable.

5.2 Any breach of this policy may be considered to be a disciplinary matter and be dealt with in accordance with the applicable procedure (See Annex A for further details). Making an allegation in bad faith, or that the complainant knows to be untrue may be considered to be a

Review / Contacts / References	
Policy title:	Dignity, Respect and Inclusion Policy
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Next review date:	June 2027
Related internal policies, procedures, guidance:	See Annex A + Regulations
Policy owner:	Human Resources
Lead contact / author:	Assistant Director of HR (Culture, Equality and Inclusion) & Deputy Director for the Student Experience

Annex A - List of relevant policies and resources

[Routes for Resolution
Report and Support Tool](#)

[Staff Disciplinary Procedure](#)
[Staff Grievance Procedure](#)
[Student Complaints Procedure](#)
[Student Discipline Procedure](#)
[Complaints Procedure for Members of the Public](#)

[Social Media Guidelines and Tips](#)
[Definitions of Violence](#)
[Transitioning at Work: Guidance for Staff and Managers](#)
[Transitioning at Work Policy](#)
[Relationships Policy](#)
[Equality, Diversity and Inclusion homepage](#)