1. INTRODUCTION

As part of the University of Liverpool, the English Language Centre follows the University’s policies and procedures relating to diversity and equality. Full information about these can be found on the University’s webpage at [http://www.liv.ac.uk/hr/diversityandequality/](http://www.liv.ac.uk/hr/diversityandequality/). A summary can be found below, which we hope will make it easier for people whose first language is not English to understand these policies and procedures. However, this departmental policy is designed only as an aid to understanding and the University policies and procedures will always be applied.

You can find out more about what the University is doing to promote equality by watching our short film 'The Importance of Diversity and Equality', featuring Professor Kelvin Everest, Pro Vice Chancellor Student Experience, and Carol Costello, Director of Human Resources. You will find the movie at the bottom of the webpage.

2. BACKGROUND

The University wants to be an organization which recognises and values people’s differences, uses the strengths that those differences bring to the institution and helps all staff and students to succeed. This is especially with reference to a person’s age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religious belief & non belief, sex and sexual orientation. You can find definitions of these terms in appendix A of the University’s Diversity and Equality of Opportunity Policy. You can get a copy of the University’s full policy by contacting the Human Resources Department. Contact details can be found at:

[http://www.liv.ac.uk/hr/contactus/](http://www.liv.ac.uk/hr/contactus/)

The British government has passed an important law in this area called the Equality Act 2010. This act will be followed by the University at all times. Under this law it is illegal to discriminate against someone because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religious belief & non belief, sex and sexual orientation, either directly (for example by refusing to employ someone of a particular religion), or indirectly (for example by making difficult for them to make an application to study or work at the University). This law also makes it illegal to do some other things connected with discrimination and full details can be found in the University’s Diversity and equality of Opportunity Policy, which can be found at the link above.

In addition, the University will also do everything required by the Public Sector Equality Duty. This duty means, in addition, that the University must make sure that people are not harassed, bullied or victimised, that there is equality of opportunity between all people and that good relations between different groups of people are promoted.

The Diversity and Equality of Opportunity policy relates to employment, education, and providing goods and services, such as accommodation.
3. RESPONSIBILITIES

Employees and students must cooperate to implement this policy. They should work to promote equal opportunities and to prevent discrimination, harassment and bullying. The relevant student or staff disciplinary policies will be applied to people who do not follow this policy.

A number of people and groups of people have particular responsibilities in relation to this policy. These are:

- Council
- The Vice-Chancellor
- The Diversity and Equality Committee
- The Diversity and Equality Team
- Contractors and people who provide services to the University

The responsibilities of the people and groups listed above can be found in the full University of Liverpool Diversity and Equality of Opportunity Policy at the link in section 2 above.

The responsibilities of staff and students are set out below.

### 3.1 STAFF

All members of staff should:

- not discriminate against or harass anyone.
- be familiar with this policy and other appropriate policies and action plans such as the Dignity at Work and Study Policy.
- report unlawful behaviour by the University, members of staff or students either directly, through the appropriate management structure (line manager or head of department) or the appropriate complaints procedure.
- if applicable, manage diversity and equality in the workforce and amongst the student body.
- anticipate disabled access to the University and take appropriate action to remove barriers.
- always consider the need to eliminate unlawful discrimination; promote equality between different groups and foster good relations.
- promote a positive environment in which to work and study.
- be prompt, efficient, effective and courteous in their dealings with fellow members of staff, students and visitors to the University.
- Keep up to date with the law on equality, issues in this area and the support available to students and staff by attending training and taking advantage of information opportunities as appropriate.

### 3.2 STUDENTS

All students should:

- not discriminate against or harass anyone.
- be familiar with this policy and other appropriate policies and action plans such as the Dignity at Work and Study Policy.
report unlawful behaviour by the University, members of staff or students either directly, through the appropriate department structure (programme leader, head of department or Executive Pro Vice Chancellor of Faculty) or through the appropriate complaints procedure.

- promote a positive environment in which to work and study.
- be prompt, efficient, effective and courteous in their dealings with fellow students, members of staff and visitors to the University.

4. IMPLEMENTATION

The University takes a proactive approach to promoting diversity and equality of opportunity through:

- regular reviews of procedures in both staffing and student recruitment.
- a requirement to consider diversity and equality of opportunity when approving a new programme of study.
- annual academic programme monitoring and periodic reviews.
- the use of a standard annual professional development and review for all members of staff.

5. MONITORING

The success of this policy is monitored regularly using statistics on:

- applications and admissions
- degree classifications (or grades)
- retention rates (or how many people drop out of their course)
- complaints and appeals
- first destination statistics (or what people do within the first 6 months after finishing their studies)
- enquiries, applications and appointments to jobs at the University
- workforce analysis (who works at the university)
- promotions