

## **OXFORD UNIVERSITY STUDENT UNION**

### **Student Advice Service**

### **Equality, Diversity and Non Discrimination Policy**

#### **CONTENTS:**

- 1: Statement of Purpose
- 2: Objectives
- 3: Definitions
- 4: Policy
- 5: Extent of this Policy
- 6: Responsibility and Review
- 7: Breaches of this Policy

#### **1: Statement of Purpose**

The Student Advice Service is a free, independent, and confidential information and advice service available to all Oxford University students.

A part of Oxford University Student Union, the Student Advice Service is representative of the target community and is committed to promoting equality, valuing diversity, and non-discrimination is a core value.

#### **2: Objectives**

The objective of this policy is to prevent, reduce and stop all forms of discrimination in line with the Equality Act 2010.

2:1 For staff: to ensure that all recruitment, training, promotion, development, assessment, benefits, terms and conditions of employment, redundancy, disciplinary proceedings and dismissal are determined on the basis of capability, experience, qualifications, skills and productivity.

2:2 For Service Users: to ensure that services and support offered by the Student Advice Service are free from any unlawful discrimination.

#### **3: Definitions**

For the Student Advice Service:

##### **3:1 *Equality***

Means ensuring that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures in how we deliver our services and function internally.

In this context our aims are to ensure that:

- Our service users receive an accessible, relevant and respectful service that meets their particular needs
- Our staff feel respected and able to give of their best

### 3:2 **Diversity**

Means recognizing and valuing the visible and invisible differences that exist between people, such as those based on gender/gender identity, culture, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status.

### 3:3 **Non-Discrimination**

Means promoting positive attitudes towards equality and diversity to ensure those working at the Student Advice Service and those receiving a service from the Student Advice Service are treated with dignity and respect in line with legislation set down in the Equality Act 2010.

The Student Advice Service recognizes the nine protected characteristics listed under The Act and is actively opposed to discrimination on the grounds of age; disability; gender re-assignment; race; religion or belief; sex; sexual orientation; marital status or civil partnership; pregnancy or maternity.

The Student Advice Service will aim to combat all direct or associative discrimination on the grounds of any protected characteristic in employment practice and service delivery.

## 4: **Policy**

The purpose of this policy is to provide equality and fairness for all in employment and service delivery. We will not discriminate unlawfully or unfairly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, nationality, national origin, religion or belief and sexual orientation.

We will not discriminate **directly** (discrimination due to having a protected characteristic or being perceived to have a protected characteristic.)

We will not discriminate **associatively** (discrimination by association with another person who possesses a protected characteristic or is perceived as having a protected characteristic.)

### **Our commitment:**

- We will create an environment in which individual difference is recognized and valued, and which promotes dignity and respect
- Our recruitment processes for staff will be fair, transparent and open
- We will make every effort to ensure that training, development and career opportunities are available to all staff
- We will carry out regular organizational and independent yearly reviews of policies, practices and procedures to identify and tackle any unintentional discrimination we may find in the provision of our services

## **5: The Extent of this Policy**

5:1 The Student Advice Service seeks to apply this policy in recruitment, selection, training, appraisal, development and promotion of all employees.

5:2 The Student Advice Service seeks to apply this policy in all aspects of service delivery.

## **6: Responsibility and Review**

6:1 The implementation of this policy and supporting procedures will be the responsibility of all staff employed by the Organisation.

6:2 Operational oversight of this Policy will lie with the Manager of the Student Advice Service.

6:3 Ultimate responsibility for the implementation of this Policy will lie with the Chief Executive of Oxford University Student Union.

6:4 This Policy will be reviewed annually or when required through Operational need. Review will be the responsibility of the Chief Executive.

## **7: Breaches of this policy**

7:1 Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings, in line with our grievance policy.

7:2 Any member of the organization or service user concerned about a breach of this policy should follow guidance outlined in the Complaints Procedure.

## **This Policy has been approved and authorized by**

Name: R Howe  
Date 4 February 2016

Position President and Trustee

Date for Review 4 February 2017

### **Related Policies**

SAS Code of Practice  
SAS Complaints Policy  
SAS Confidentiality Policy  
SAS Data Protection Policy  
SAS Exclusion Policy  
SAS Service Standards