

APPENDIX TO MINUTE 100

RACE EQUALITY POLICY

1. Context

The Race Relations (Amendment) Act 2000 places a general duty on a range of public bodies, including the University of Aberdeen, to have due regard to the need to **eliminate racial discrimination, promote equal opportunities** and **promote good race relations between persons of different racial groups**.

At the University of Aberdeen, we believe that discrimination on grounds of race is unacceptable. It is unacceptable whether it affects the treatment of students or staff or the provision of any services which the University offers. Everyone who has the ability and the desire to pursue education should have the chance to do so regardless of their racial origin. Discrimination is wrong whether it is deliberate and obvious or inadvertent and indirect. Education can play a powerful role in the promotion of equality of opportunity.

1.1 Elimination of Racial Discrimination (Anti-Racist Policy)

We aim to ensure that all prospective and present employees and students receive equal treatment in accordance with the University's policies and procedures and in line with best practice. We adopt a zero tolerance approach to racist behaviour as outlined in the Anti-Racist Policy in which the commitment to the equal treatment of all persons regardless of their race, ethnic or national origins or colour is affirmed. Racist behaviour is defined in the Anti-Racist Policy as a hostile or offensive act or expression by a person of one racial or ethnic origin against a person of another, or incitement to commit such an act. Examples of such behaviour include derogatory name-calling, insults and racist jokes, racist graffiti, verbal abuse and threats, and ridicule of an individual for cultural differences in such matters as religion, dress, food or music. We will take all possible steps to protect staff and students from racist behaviour by any individual or group. Such behaviour, or victimisation of students or staff complaining of racial harassment, by employees or students will be considered as gross misconduct and the person concerned will be subject to disciplinary action under the relevant procedures. At an institutional level, we commit ourselves in particular to work towards eradicating unacceptable attitudes and procedures that discriminate against people on the grounds of racial or ethnic origins.

1.2 Promotion of Equal Opportunities

At the University of Aberdeen, we are also committed to a comprehensive policy of Equal Opportunities in employment for all categories of employees in all areas of the institution. This means that all members of staff are selected on the basis of their relevant skills and abilities and that once in employment, all members of staff will be provided with equal opportunities in terms of training, personal development and promotion in line with the agreed policies and procedures.

Through the Student Charter, we confirm our commitment to equal opportunities whereby individuals are treated on the basis of their relevant merits and abilities and given equal opportunity within the University.

1.3 Promotion of Good Race Relations Between Persons of Different Racial Groups

A further aim of the Race Equality Policy is to ensure that good race relations between persons of different racial groups are promoted. Furthermore, it is intended that a harmonious and productive environment will be created in which diversity will add value to the work of the University. All areas of our work, including the recruitment of staff, the admission of students and student accommodation will adhere to best practice in this respect. The practical implementation of the Policy will be annually monitored and reviewed to ensure its continuing effectiveness.

1.4 Other Relevant Policies

This Race Equality Policy is one of a number of our Policies which outline our commitment to the principle of Equal Opportunities for both staff and students which also include :

Staff Policies

- Equal Opportunities Policy Statement
- Staffing Policy Against Discrimination, Harassment and Bullying in the Workplace
- Procedure for Dealing with Complaints of Racial Discrimination
- Policy Against Sexual Harassment
- Procedure for Dealing with Allegations of Sexual Harassment
- Recruitment and Selection Guidelines
- Policy Statement on the Employment of Disabled People
- Staff Development Policy
- Code of Practice on Whistleblowing
- Stress Policy
- Promotions Procedures
- Grievance Procedures
- Discipline Procedures
- Maternity Leave Policy
- Parental Leave Policy
- Policy for Urgent Domestic Distress
- Compassionate Leave Policy
- Policy on AIDS
- Policy on Alcohol Related Problems

Student Policies

- The Student Charter
- Policy Statement on Equal Opportunities
- Policy Against Sexual Harassment
- Procedure for Dealing with Sexual Harassment
- Procedure for Dealing with Complaints of Racial Discrimination
- Code of Practice on Undergraduate Teaching
- Code of Practice : Postgraduate Taught Students
- Code of Practice : Postgraduate Research Students
- Code of Practice on Student Discipline
- University of Aberdeen Disability Statement
- Procedures for Students with Disabilities
- Recommendations Concerning Students with Dyslexia
- Disability Discrimination Act Guidance
- Guidance Note on the Consideration of Representations Against Recommendations for Termination of Study
- Guidance Note on Academic Appeals
- Complaints Procedures

We will review and revise all our institutional policies as appropriate in the light of the development of this Race Equality Policy.

2. Accountability and Responsibility2.1 **Accountability**

The ultimate accountability for promoting race equality and for eliminating racial discrimination and harassment lies with the University Court. The University Court will ensure that all the Race Relations legislation requirements, including the General and Specific Duties arising from the Race Relations (Amendment) Act 2000, are implemented, including the provision of appropriate training, and will ensure that any reported failure to comply with the Policy is addressed appropriately.

2.2 **Committee Responsibility**

All of our Committees have a general responsibility to eliminate discrimination and promote equal opportunities in the daily life of the University through the application of the policies and procedures

which they address. In addition to the general duty placed upon them by the legislation, they have a specific responsibility under the terms of the Race Equality Policy to promote good relations between persons of different racial groups. Although this list is not exhaustive, the following Committees have a particular responsibility in this regard :

Staffing and Development Committee
 Equal Opportunities Advisory Group
 University Committee on Teaching and Learning
 University Management Group
 Senate
 Student Recruitment and Admissions Committee
 Student Affairs Committee
 Academic Standards Committees
 Undergraduate Programme Committees
 Wider Access Strategy Team
 Retention and Progression Strategy Team
 All Staff Selection Committees

2.3 Individual Responsibility

Furthermore, it is the responsibility of all members of the University to behave courteously and respectfully towards each other and to ensure that their behaviour does not cause unnecessary offence or upset.

Special responsibility to promote equal opportunities and to avoid discriminatory practices falls on those with line management responsibilities and those involved in recruitment, selection, training, development, teaching, learning, assessment and any matters of grievance, discipline or dismissal/termination.

3. Assessing the Impact of Policies

3.1 Assessment

We will monitor the impact of all institutional policies, including the Race Equality Policy. Examples of methods which will be used to achieve this aim include :

- Publication of an approved action plan to outline future targets and projects
- Publication of progress made in improving the equality of opportunity over the past year

3.2 Advice and Guidance

We will ensure that the appropriate Committees of the University Court take proactive measures to ensure that the Race Equality Policy is effectively maintained. The Policy will be promoted to all staff, students, Trades Unions and distributed amongst the local community.

A full programme of training and development activities incorporating awareness raising of equal opportunities in general and racial equality issues in particular will be available to all staff and students. The induction process will also highlight our Equal Opportunities Policy and our commitment to promoting good relations between persons of different racial groups.

Advice and guidance for staff will be available through the Human Resources Office and from Harassment Advisers, Heads of Schools/Departments and Trade Union Representatives.

Advice and guidance for students will be available to all students through the Students' Association and the Student Affairs Office.

Support can also be sought from the University Counselling Service, the Chaplaincy or Occupational Health Service.

Contact details for these support services can be found as an Appendix to the Race Equality Policy.

4. Monitoring

We undertake to monitor the admission and progress of students and the recruitment and development of staff from different racial groups and publish the results of this monitoring on an annual basis. The data will be processed in accordance with current data protection legislation, the results analysed and targets set and revised where appropriate. No individual will be able to be identified from this published data. Areas of monitoring will include :

4.1 Staff Monitoring

- Applications and appointments
- Analysis of staff distribution by contract type
- Applications and success rates in promotions exercises
- Training and development opportunities
- Staff turnover

4.2 Student Monitoring

- Applications to subjects (subject to the outcome of the ongoing national debate)
- Success rates of selection methods
- Retention and progression rates
- Student assessment
- Work placement
- Reported cases of racial harassment
- Complaints and Appeals

4.3 Follow-Up Action

We will be responsive in addressing issues that arise and in anticipating likely trends wherever possible as a result of the monitoring process. Where appropriate, action will be taken to address these issues and to remove any actual or potential barriers to the progression of those from different racial groups.

5. Publication Arrangements

5.1 Race Equality Policy and Action Plan

Regular updates on the implementation of the Policy will be available in publications relevant to both staff and students and reference will be made to these publications on the web site. The Action Plan will be developed, updated and revised on an ongoing basis. Priority areas will be identified and appropriate action will be taken within agreed and publicised timescales.

5.2 Publication of Monitoring Evidence

Results of the monitoring process will be published on our web site. A copy of the monitoring data will also be sent to the Grampian Racial Equality Council (GREC).

6. Complaints Procedure

We aim to develop and encourage a working and learning environment in which harassment and discrimination are neither tolerated nor acceptable and where individuals have the confidence to complain without fear of intimidation or reprisals. Any breach of our Race Equality Policy will be viewed very seriously and may result in disciplinary action being taken through the appropriate disciplinary routes for staff and students.

Signed Dr J G Roberts, Vice Principal
University Court

Date 17th December 2002

APPENDIX

NAMED CONTACTS

Harassment Advisers

Name	Telephone Extension	E Mail Address
Ms Joy Wooten	3378	j.wooten@abdn.ac.uk
Ms Carol Baverstock	2030	c.baverstock@abdn.ac.uk
Mr Scott Sinclair	3805	s.m.sinclair@abdn.ac.uk
Ms Sandra Skilling	2249	s.skilling@abdn.ac.uk
Dr John Drane	2840	j.w.drane@abdn.ac.uk
Professor Clive Lee	2198	Pec159@abdn.ac.uk
Ms Anne Shipley	2522	a.shipley@eng.abdn.ac.uk
Mr Brian Paterson	3804	b.paterson@abdn.ac.uk
Ms Freda Marshall	2892	f.marshall@abdn.ac.uk
Ms Breda Anthony	53069	Pelmit@aol.com
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Ms Kirsteen Watt	53817	k.m.watt@abdn.ac.uk
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Dr Nadja Reissland	3934	n.reissland@abdn.ac.uk

Human Resources Section

Name	Telephone Extension	E Mail Address
Mrs Caroline Inglis	3732	c.inglis@abdn.ac.uk
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Ms Jenny Mills	3785	j.mills@abdn.ac.uk
Mrs Rosemary Harrison	2004	r.harrison@abdn.ac.uk
Mrs Ruth MacDonald	4461	r.macdonald@abdn.ac.uk
Mrs Moira Falconer	3715	m.falconer@abdn.ac.uk
Mrs Marie Smith	3785	ma.smith@abdn.ac.uk

Students Association

Name	Telephone Extension	E Mail Address
President	2965	sapresident@abdn.ac.uk

Student Affairs

Name	Telephone Extension	E Mail Address
Mrs Daria McDowall	3299	d.mcdowall@abdn.ac.uk

Trade Union Representatives

Name	Telephone Extension	E Mail Address
Mr Kevin Walton	2418	k.r.walton@abdn.ac.uk
Mrs Chris McLeod	2716	c.mcleod@abdn.ac.uk
Mrs Sheena Grant	647775	sheena.grant@abdn.ac.uk
Mr Brian Paterson	3804	b.paterson@abdn.ac.uk
Mr George Montgomery	2217	

University Counselling Service

Extension 2139

Chaplaincy

Extension 2137

Occupational Health Service

Extension (76) 53663