



UEA CODE OF PRACTICE: DISABILITY IN EMPLOYMENT

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of disability and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s [Equality & Diversity Strategy](#) and the [Equality & Diversity Code of Practice](#) for staff, which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to staff with disabilities and staff that acquire disabilities during the course of their employment.
- 1.4 The aim of the University is to remove barriers and/or make reasonable adjustments to the working environment and/or policies, procedures and processes which could disadvantage staff with disabilities, and wherever possible support disabled staff in being retained in the employment of the University.
- 1.5 This Code of Practice sets out the steps that will be taken to achieve disability equality in respect of recruitment and employment. Information relating to [recruitment and selection](#) can be accessed on the Human Resources intranet.

- 1.6 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff, Recruitment & Selection Guidelines, Sickness Absence Guidelines, Flexible Working Guidelines and Capability Guidelines.

2.0 Purpose

- 2.1 The purpose of this Code of Practice is:
- to raise the awareness of the University's staff about disability issues and their responsibilities under the Equality Act 2010;
 - provide guidance to managers to ensure that disabled staff are supported in their work activity at the University;

3.0 Scope

- 3.1 This Code of Practice applies to all staff employed by the University, individuals registered on staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

4.0 Responsibility of all staff

- 4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.
- 4.2 Staff are encouraged to disclose their disability and staff can update their personal circumstances online via the UEA Portal or in writing to Human Resources. See [Briefing Note 1 – Disclosing a Disability](#) for further information.

- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of changes to their circumstances, particularly where this relates to their health and safety in the workplace.
- 4.4 All staff are required to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that disabled staff have the opportunity to discuss whether they require any particular equipment or arrangements in the workplace and, in consultation with Human Resources, ensure that appropriate and steps are taken to make reasonable adjustments in a timely manner. See [Briefing Note 2 – Adjustments under the Equality Act 2010](#) for further information.
- 5.4 The term “reasonable” is not defined under the Act and therefore it is for the University to determine what is considered as “reasonable” taking into account the size and resources of the University. **Such discussions must involve Human Resources.**

5.5 Reasonable adjustments might include, but are not limited to:

- Altering working hours
- Providing relevant training
- Buying or modifying equipment
- Modifying instruction or reference materials
- Modifying recruitment testing or assessment procedures
- Providing a reader or interpreter
- Providing specialist software
- Redeploying to an alternative post
- Making adjustments to buildings

6.0 The Legislation – Equality Act 2010

6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010 and the provisions relating to positive action in recruitment and the public sector duty came into effect on 1 April 2011.

6.2 The Act consolidated the many equality and anti-discrimination laws, including the Disability Discrimination Act, into a single Act covering nine protected characteristics:

- [Age](#)
- [Disability](#)
- [Gender reassignment](#)
- [Marriage and civil partnership](#)
- [Pregnancy and maternity](#)
- [Race](#) (including Caste)¹

¹ Current case law also means that race in the Equality Act can also pertain to caste.

- [Religion or belief](#)
- [Sex](#)
- [Sexual orientation](#)

6.3 The Act makes it unlawful to discriminate on the grounds of disability. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because they have a disability.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who are disabled.
- **Discrimination by association** is direct discrimination and occurs where an individual is treated less favourably because they associate with another individual who has a disability.
- **Discrimination by perception** is direct discrimination and occurs where an individual is treated less favourably because they are perceived to have a disability. The individual does not need to have a disability.
- **Discrimination arising from disability** occurs where a disabled person has been treated unfavourably because of something arising in consequence of their disability.
- **Harassment** is unwanted conduct related to a person's disability that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint or raised a grievance, or are suspected they might do so under the Act.

6.4 Under the Act (section 6 and Schedule 1 of the Act) a person is recognised as having a disability if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

6.5 Although, only adjudicating bodies, such as an Employment Tribunal, can determine finally whether an individual has an impairment that meets the definition of a disability under the Act and is considered to be a disabled person for the purposes of the Act, the University will make a decision based on a range of information.

6.6 Details regarding definitions can be found in the Equality Act 2010 and in the Office for Disability Issues document Equality Act 2010 Guidance.

6.7 There are a number of conditions that are not considered an impairment. These include, but are not limited to, hay fever, tattoos and addiction or dependency on alcohol, non-prescribed drugs, and nicotine.

7.0 Disability Related Sickness Absence and Disability Related Leave

7.1 The University maintains records of sickness absence declared by staff and proactively monitors the absence levels of staff. Where an individual has a disability some of their sickness absence may be related to their disability.

7.2 All cases of sickness absence, whether related to an individual's disability or not, are managed under the University's Sickness Absence Guidelines.

These Guidelines provide a framework for discussing an individual's absence and support mechanisms, and identifying those absences that are disability related.

- 7.3 Where an individual has a declared disability, consideration will be given to potential adjustments to support the individual in attending the workplace. This might include an adjustment to the absence triggers following a management referral to Occupational Health by Human Resources to try and determine how often in a given year an individual might be absent from work due to their disability. These matters are dealt with as fairly and as consistently as possible on a case by case basis.
- 7.4 Time off for disability related appointments are managed within the principles of the University's [Time off Work: Employee Rights and Management Guidelines](#). Where individuals have chosen to formally disclose to Human Resources that they have a disability or a long term health condition consideration is given to reasonable support mechanisms and/or adjustments.
- 7.5 In the first instance individuals can discuss the potential for disability related leave with their manager and/or a member of the Human Resources team and a [management referral](#) to Occupational Health is likely to be necessary. Consideration of adjustments is given on a case by case basis as the needs of individuals can be very different and can change over time.
- 7.6 Disability related leave should not be used to extend periods of Occupational Sickness pay or be used for disability related sickness absence. These matters are managed within the University's [Sickness Absence Guidelines](#). [Human Resources](#) can provide clarification on this matter.

8.0 Monitoring and Review

- 8.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 8.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment with disabilities and take positive action where appropriate to ensure that its policy on disability is fully implemented.
- 8.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 8.4 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These will include as a minimum a disability profile for:
- Staff employed at the University
 - Applicants for and those obtaining employment
 - Applicants for and those receiving training
 - Applicants for and those obtaining promotion
 - Staff being appraised
 - Staff whose attendance at work is being measured through the sickness absence guidelines
 - Staff whose performance is being measured through the formal capability process
 - Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
 - Staff leaving the University

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UEA CODE OF PRACTICE FOR STAFF: DIGNITY AND RESPECT IN THE WORKPLACE

1.0 Policy Statement

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, is an international and multicultural community, which values and encourages diversity. One of the University’s aims is to create an environment for learning and working that is inclusive and respectful of differences and encourages all members of the University to value diversity. Through the application of our policies, procedures and practices the University is committed to ensuring equality of opportunity and fair treatment for students and staff, for potential members of our student and staff community, and for other users of our services.
- 1.2 The University has a zero tolerance of unlawful discrimination, harassment or bullying and aims to ensure that staff are always treated with dignity and respect and are protected from such behaviour and/or actions.
- 1.3 The University takes complaints of harassment, bullying, discrimination, or victimisation seriously and will thoroughly investigate all reports of inappropriate behaviour and conduct and will take appropriate action to address the situation that is proportionate to each case in line with the relevant Disciplinary, Dismissal, Grievance and Whistleblowing and Equality & Diversity Code of Practice for Staff.

1.4 The University works hard to continually improve the workplace culture to foster dignity and respect, by:

- complying with the Equality Act 2010 and other relevant legislation: to eliminate discrimination, harassment and victimisation; advance equal opportunity; and foster good relations;
- ensuring our policies and codes of conduct are clearly communicated to staff;
- showing actions taken to prevent bullying and harassment;
- encourage reporting of unacceptable behaviour through the Report + Support tool;
- providing EDI training:
 - All staff are required to complete mandatory training within the first two weeks of joining the University, which is hosted on the LearnUpon platform, with refresher courses:

Mandatory for **all staff**:

Diversity in the Workplace (every 2 years)

Safeguarding & Prevent (every 3 years)

Mandatory for **line managers** and recommended for all staff:

Staff appraisal (every 3 years)

Mandatory for **staff involved with recruitment and selection**:

Recruitment & Selection (every 2 years)

- by Organisational Development Service, including opportunities for in-person workshops to further develop a positive work culture;
- optional digital EDI training provided through LinkedIn Learning.

2.0 Overview

2.1 This Code of Practice and associated Codes and Briefing Notes have been developed to demonstrate the steps that will be taken to ensure that the University has a culture of dignity and respect and to ensure its compliance with the Equality Act 2010 and other relevant legislation.

- 2.2 The University is committed to maintaining a working and learning environment that is free from any form of harassment and bullying. This Code sets out how the University intends to create an inclusive working environment and culture where staff are treated with dignity and respect and valued for their diversity.
- 2.3 The Equality, Diversity and Inclusion Committee (EDI Committee) is responsible for overseeing the implementation and development of our EDI policies, practices and initiatives.
- 2.4 Promoting equality and valuing diversity is a priority for the University and each member of the University community. As an organisation, the University is committed to being an equal opportunities employer and to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their protected characteristic(s). Through effective leadership and collective endeavour, the University will work towards a culture in which all are valued equally and diversity flourishes.
- 2.5 The University is committed to creating and maintaining a safe, inclusive and welcoming culture on campus and the Vice-Chancellor has pledged to provide clear leadership and support for the University's Never OK Campaign (Report + Support) being run and promoted in partnership with the UEA Students Union.
- 2.6 Never OK aims to:
- Foster a culture where there is a zero tolerance for sexual harassment, violence or hate crime against anyone;
 - Enable frank, open and honest discussion about issues and provide clear signposting to training and support for all;

- Support and engage with our wider communities beyond the campus to challenge negative behaviour and promote a safe culture for all.

2.6 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff, Recruitment and Selection Guidelines, Sick Absence Guidelines, Flexible Working Guidelines, Capability Guidelines.

3.0 Scope

3.1 This overarching Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff:

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 The University's Legal Obligations

4.1 The main provisions of the Equality Act 2010, referred to as "the Act" throughout this document, came into force on 1 October 2010. The Act consolidated the many equality and anti-discrimination laws into a single Act

covering nine protected characteristic(s). Harassment is a form of discrimination and is illegal under the Act.

- 4.2 As an employer, under the Health and Safety Work at Act 1974 the University has a legal responsibility for the health, safety, and welfare of its staff. This 'duty of care' means that the University must make every effort to provide staff with a working environment that is free of bullying and harassment.

5.0 Definitions of harassment

- 5.1 The Equality Act prohibits three types of harassment.

- **Harassment related to a relevant protected characteristic.** This is known as 'unwanted conduct' related to a person's protected characteristic(s) that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. This form of harassment also applies to the other protected characteristics.
- **Sexual harassment - 'Unwanted conduct' of a sexual nature.** This has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. This can cover verbal, non-verbal, or physical conduct including unwelcome sexual advances, touching, forms of sexual assault, sexual jokes, displaying pornographic photographs or drawings or sending emails with material of a sexual nature.
- **Less favourable treatment of a worker because they submit to, or reject, sexual harassment or harassment related to sex or gender reassignment.** It is unlawful to treat a person less favourably because

they wither to submit to, or reject, sexual harassment or harassment related to their sex.

5.2 The following are examples of harassment:

- Deliberate physical contact or gestures (touching, standing too close, leering, abuse, coercing sexual intercourse, assault)
- Display or circulation of offensive written material or images (sexually suggestive or pornographic images, objects, graffiti, e-mails, calendars)
- Demeaning language (sexual innuendos, lewd comments, racist, sexist, or homophobic jokes, name-calling, threatening or insulting words)
- Request for sexual favours, including threat of dismissal, loss of promotion if requests are not met.

Example of unacceptable behaviour can be found in the links contained in Appendix 1.

5.3 The following protected characteristics are directly covered under the Act's harassment provisions:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

5.4 Pregnancy and Maternity is not directly covered by the Act and any harassing behaviour would relate to sex.

5.5 Harassment can never be justified. However, if an organisation/employer can show it did everything it could to prevent people who work for it from

behaving like that, the individual harasser could also be liable. The individual manager and employer would need to provide appropriate evidence to demonstrate the employer has tried to prevent harassment taking place.

6.0 Definition of Discrimination

6.1 **Direct discrimination** where an individual is treated less favourably than another individual because of their protected characteristic.

6.2 **Indirect discrimination** occurs where a condition, rule, policy, or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who are of a particular protected characteristic.

7.0 Definition of Victimisation

7.1 **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint related to discrimination in respect of a protected characteristic.

8.0 Bullying

8.1 There is no legal definition of bullying or cyber bullying. ACAS¹ has the following definitions:

- 'Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient (s) .'
- 'Cyber bullying is any form of bullying, harassment, or victimisation online. It can spill from on-screen to off-screen and affect the face-to-face interactions between colleagues at work and away from work'.

¹ Source ACAS <http://www.acas.org.uk/media/pdf/c/j/Bullying-and-harassment-in-the-workplace-a-guide-for-managers-and-employers.pdf> and <http://www.acas.org.uk/index.aspx?articleid=3379>

- 8.2 Further information regarding use of social media is available in the Code of Conduct on Social Media Use.
- 8.3 Bullying can take place between staff, or between staff and students, or between staff and others listed in paragraphs 3.1 and 3.2.
- 8.4 Bullying includes behaviours and actions that are verbal, physical and/or anti-social, such as exclusion, gossip, and non-verbal body language.
- 8.5 Bullying is not confined only to the legal protected characteristics referred to in paragraphs 5.3 and 5.4. Bullying can also happen in respect of an individual's personal characteristics.
- 8.6 The following are examples of bullying:
- Excessive destructive criticism
 - Trivial fault finding
 - Excessive monitoring and supervision
 - Singling someone out for different treatment
 - Making fun of someone's weight, height, or hair colour
 - Setting up an individual to fail
 - Withholding information
 - Intentionally not providing support required
 - Forcing someone to work excessive hours.
 - Frequently calling or texting someone when they are at home or on leave.
 - Delaying or denying applications for annual leave or training with no objective justification

- Shouting (threatening, swearing at, name calling)
- Embarrassing and humiliating in front of others
- Physical (touching, hitting, pushing, standing too close, throwing items, assault)
- Giving someone the cold shoulder

9.0 Stalking

9.1 There is no legal definition of stalking. The Crown Prosecution Service² gives examples of stalking as ‘... following a person, watching, or spying on them or forcing contact with the victim through any means, including social media. The effect of such behaviour is to curtail a victim’s freedom, leaving them feeling that they constantly must be careful. In many cases, the conduct might appear innocent (if it were to be taken in isolation), but when carried out repeatedly to amount to a course of conduct, it may then cause significant alarm, harassment or distress to the victim.’

9.2 The Suzy Lamplugh Trust³, which runs the National Stalking Helpline, defines stalking as ‘...repeated, unwanted contact from one person to another which causes the victim to feel distressed or fearful. It differs from harassment in that a perpetrator of stalking will be obsessed with or fixated on the individual(s) they are targeting. The Trust gives the following as examples of stalking behaviour:

- Nuisance telephone calls
- Being followed
- Sending excessive emails
- Sending gifts or letters

² Source CPS http://www.cps.gov.uk/legal/s_to_u/stalking_and_harassment/#a02b

³ Source Suzy Lamplugh Trust A Guide for Employers on Dealing with Stalking in the Workplace <https://www.suzylamplugh.org/Pages/FAQs/Category/anti-stalking>

- Death threats
- Monitoring behaviour
- Making false complaints to employers/police etc.
- Abuse of and through social networking sites
- Criminal damage
- Visiting home/place of work
- Blackmail
- Physical assault
- Sexual assault
- Computer hacking

9.3 Stalking is a criminal offence and can be covered under a range of civil legislation including, but not limited to, The Protection of Freedoms Act 2012 and the Protection from Harassment Act 1997.

10.0 Responsibilities

- 10.1 All staff have a responsibility to ensure that all members of the University community are treated with dignity and respect and are required to comply with this Code of Practice, associated Codes of Practice and other key University policies and procedures and with relevant legal requirements; and to ensure that their behaviour is not perceived as bullying in nature.
- 10.2 Staff are encouraged to draw to the attention of their manager or Human Resources Business Partner any issues, which they believe to be unlawful discrimination, bullying or harassment.
- 10.3 Staff should consider making their manager and/or Human Resources Business Partner aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination, bullying or harassment.

10.4 Managers (this includes any member of staff with line management responsibility) need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately. They must aim to prevent instances of bullying or harassment always occurring and maintain dignity at work for staff. Additionally, managers should;

- lead by example in advancing equality and inclusion in day-to-day practice.
- foster good relations among all staff, in line with the University values.
- work to create a positive and inclusive culture.

10.5 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from a Human Resources Business Partner in dealing with such matters.

11.0 Procedures for dealing with Complaints of Harassment or Bullying

11.1 The University takes seriously any complaints of harassment, bullying, discrimination or victimisation and will investigate as detailed in 1.3.

11.2 The University encourages individuals to try to resolve concerns on an informal basis and in as timely a manner as possible. You can receive advice from the individuals listed in paragraph 13 on the options available to try and resolve the situation or to signpost you to specialist advice.

11.3 Staff wishing to make a formal complaint of harassment, bullying, discrimination or victimisation can use the appropriate Grievance Procedure for support staff or for academic staff.

11.4 Additional guidance is available for complainants, for those who have witnessed inappropriate behaviour, for those who have had a complaint made against them and for managers.

12.0 Allegations of harassment or bullying by line managers

12.1 All managers have a duty and right to manage staff. Legitimate management of staff must not be confused with bullying. Equally, managers must not abuse their authority as a manager or use it as a basis to bully or harass staff. Managers should strive to be seen as role models for staff and the standard of their behaviour in conjunction with the University's policies and procedures is paramount for creating an acceptable work culture.

13.0 Where can you seek help, support, and advice in the University?

13.1 The University does not tolerate bullying or harassing behaviour and individuals do not have to tolerate such inappropriate behaviour or believe that it is their fault.

13.2 Support is available to individuals who:

- Believe that they are being subjected to bullying or harassment;
- Believe they have witnessed others being subjected to bullying or harassment;
- Have been accused of bullying or harassment.

13.3 If you wish to discuss any concerns the following help is available:

- Your line manager, a Human Resources Business Partner, or Wellbeing Ambassador: for advice, support and signposting to support options.
- The EDI and Wellbeing Team via equality@uea.ac.uk
- Employee Wellbeing webpages: to explore a range of emotional support and information services for your workplace wellbeing and mental health.
- Report + Support: for advice and to report an incident, either anonymously or by giving your name.
- Multi Faith Centre team (if your complaint is related to your religion or belief)
- Your Trade Union representative (UCU, UNISON, UNITE): for advice and representation.
- The Employee Assistance Programme provided by (Health Assured) for advice, training, and free, confidential counselling via a **24/7 FREE helpline on 0800 028 0199**.
- Refer to Support Staff Grievance and Academic Staff Grievance procedures.

14.0 Assault, Hate Incidents and Hate Crimes

14.1 The University encourages individuals who have experienced or witnessed an assault or hate crime or a hate incident, whether on the UEA campus/Norwich Research Park or off campus, to report it to the University and/or to the Police. You can also use the Report + Support tool.

14.2 Further information on hate incidents and hate crimes is available in the Briefing Notes on the Equality, Diversity and Inclusion Policies webpages (refer to Briefing Notes, under each Protected Characteristic).

14.3 If you are in an emergency situation dial 999 or 112 for the Police and dial 01603 592222 for Security.

14.4 If you have been raped or seriously sexually assaulted The Harbour Centre⁴ can provide you with support. You can contact the Centre direct on their 24-hour helpline 01603 276381 or be referred by the Police.

15.0 Confidentiality

15.1 As a general principle confidentiality will be agreed and maintained wherever possible during and after any complaint of harassment or bullying.

15.2 There may be situations where confidentiality cannot be kept, and this will be made clear to complainants at the time. For example, if a complainant tells, in confidence, something which puts the health and safety of the complainant or others at risk, this will need to be drawn to the University's attention.

16.0 Malicious complaints

16.1 The University takes seriously any complaints of harassment or bullying. Complainants who make false allegations with mischievous or malicious intent will be dealt with under the relevant disciplinary procedure.

17.0 Monitoring

17.1 The People and Culture Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

⁴ The Harbour Centre is a Sexual Assault Referral Centre which provides services for people who are victim of rape, attempted rape or assault by penetration <http://www.theharbourcentre.co.uk/index.html>

- 17.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and act where appropriate to ensure that its policies are fully implemented.
- 17.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision, or behaviour requires addressing.

Appendix 1UEA Briefing Note 10 - Different types of Age DiscriminationUEA Briefing Note 3 - Different types of disability discriminationUEA Briefing Note 25 - Different types of marriage and civil partnership DiscriminationUEA Briefing Note 8 - Different types of Race DiscriminationUEA Briefing Note 18 - Different types of Discrimination related to religion or beliefUEA Briefing Note 22 - Different types of Sex DiscriminationUEA Briefing Note 15 - Different types of Sexual Orientation Discrimination

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UEA EQUALITY AND DIVERSITY CODE OF PRACTICE FOR STAFF

1.0 Policy Statement

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, is an international and multicultural community, which values and encourages diversity. One of the University’s aims is to create an environment for learning and working that is tolerant and respectful of differences and encourages all members of the University to value diversity. Through the application of our policies, procedures and practices we are committed to ensuring equality of opportunity and fair treatment for students and staff, for potential members of our student and staff community, and for other users of our services.
- 1.2 This Code of Practice demonstrates the steps that will be taken to ensure equality and diversity and to ensure its compliance with the Equality Act 2010. It sets out how we intend to create a working environment and culture where diversity is embraced by all and staff are treated with dignity and respect and valued in their diversity.
- 1.3 The Council has delegated responsibility for its [Equality and Diversity Strategy](#) to the Equality & Diversity Committee. This Committee is responsible for the continuing development of the Equality and Diversity Strategy and for overseeing its implementation.
- 1.4 Promoting equality and valuing diversity is a priority for the University and each member of the University community. As an organisation, the University is committed to being an equal opportunities employer and to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their protected characteristic(s); and, to not unlawfully discriminate against employees, job applicants and trainees because of their protected characteristics. Through effective leadership and collective endeavour, the University will work towards a culture in which all are valued and equality and diversity flourishes.

2.0 Scope

- 2.1 This overarching Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.
- 2.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :
- Students
 - individuals undertaking work experience on placements
 - members of the public
 - service users
 - individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
 - suppliers and contractors.

3.0 The University's Legal Obligations

- 3.1 The main provisions of the Equality Act 2010, referred to as "the Act" throughout this document, came into force on 1 October 2010.
- 3.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:
- [Age](#)
 - [Disability](#)
 - [Gender reassignment](#)
 - [Marriage and civil partnership](#)
 - [Pregnancy and maternity](#)

- [Race](#) (including Caste¹)
- [Religion or belief](#)
- [Sex](#)
- [Sexual orientation](#)

3.3 Further to the Equality Act 2010, The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 came into effect on 6 April 2017 and The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into effect on 31 March 2017. These relate to [equal pay and gender pay gap](#) reporting.

4.0 Mandatory Equality Training for Staff

- 4.1 All staff are required to complete the online Equality and Diversity training module <https://portal.uea.ac.uk/csed/resources/diversity-in-the-workplace-online-training>. Refresher training is required every two years. The Human Resources Division monitors and reports to the Equality & Diversity Committee and Council the completion rates of this mandatory training.
- 4.2 Staff are also encouraged to enrol on other equality & diversity training sessions provided through the Centre for Staff and Educational Development <https://portal.uea.ac.uk/csed>, such as 'Understanding Unconscious Bias' and 'Cultural Awareness'.

5.0 Recruitment and Selection of Staff

- 5.1 The University will ensure that recruitment and selection practices are fair and free from unlawful discrimination.

¹ Current case law also means that race in the Equality Act can also pertain to caste.

- 5.2 All staff involved in recruitment and selection are required to complete the [online Recruitment training module](#) to enable them to develop recruitment and interviewing skills in the context of the [University's Guidelines on Recruitment and Selection](#). Refresher training is required every two years. The Human Resource Division monitors the completion rates of this mandatory training.
- 5.3 The University will normally advertise simultaneously the majority of its vacancies internally and externally. However, there are occasions where vacancies will be advertised internally to current UEA staff, or to a restricted field of UEA staff. The Human Resources Department reviews the placement of all advertisements to ensure they are advertised appropriately.
- 5.4 The University operates a [Redeployment Register](#) and the opportunity to join this Register is offered to staff who are provisionally selected for redundancy and seeking alternative employment.

6.0 Promotion, Training and Career Development

- 6.1 The University encourages individuals to identify their career aspirations and is committed to Performance Management² with a view to improving the opportunity for staff to receive guidance, training and promotion.
- 6.2 It is mandatory for all staff to have an annual appraisal , which enables a regular review of the performance, workload, training needs and career aspirations of each member of staff, considered in relation to the requirements of their School, Faculty or Division and University Plan and to help realise an individual's potential.

² Performance Management is the collective term for a set of processes designed to integrate with each other in order to improve the performance of organisations by developing the capabilities of the teams and individuals working within them.

- 6.3 All staff involved in appraising other staff are required to complete the [online Staff Appraisal training module](#) to enable them to gain or refresh their knowledge and understanding of the [Staff Appraisal Policy](#). Refresher training is required every three years.
- 6.4 The Human Resource Division monitors the completion rates of this mandatory training and reports it to the Executive Team. Staff who will be appraised are encouraged to complete the appraisal e-learning module so that they are able to understand and engage fully in the appraisal process.
- 6.5 The University recognises that affording staff the opportunity to undertake training or study can benefit both the individual and the University. The Employee Study and Training (Procedural requirements) Regulations 2010 give employees the right to request time off to train or study and to have their request considered in accordance with a statutory procedure. The [University's Guidelines](#) provide guidance on the requirements of the statutory procedure on how to request and consider requests for such leave.

7.0 Promotion

- 7.1 The University operates an [annual review process](#) for all staff groups for the award of promotions, special increments, discretionary awards and ex-gratia payments. The University will continue to keep under review and monitor the criteria and procedures for promotion.
- 7.2 The University recognises the need to ensure that there are more women in senior management roles at the University. In partnership with the Leadership Foundation for Higher Education (LFHE), the University offers an internal intensive University Leadership programme. Women, where women are considered a minority in their School or Department, can also apply to participate in the [LFHE's Aurora programme](#).

7.3 The University is committed to the Athena SWAN principles and is proud to be a holder of an institutional Bronze Athena SWAN award. All Schools have signed up to this initiative and are progressing their applications at Bronze and Silver level. This Award recognises and celebrates good practice in recruiting, retaining and promoting women and addressing gender equality more broadly, as well as tackling the barriers to progress that affect women.

7.4 The University is committed to improving the career progression and representation of minority ethnic staff who are under-represented at management and policy-making level within the University. The University has established a [Black and Minority Ethnic \(BME\) Staff Network](#), which will enable the University to provide BME staff with an opportunity to comment on a broad range of issues that affect BME staff.

8.0 Work Life Balance and Wellbeing

8.1 The University recognises the need for staff to balance their work and home life and has in place a range of family friendly policies <https://www.uea.ac.uk/hr/employee-information/policies/flexible-working> and guidelines <https://www.uea.ac.uk/hr/employee-information/leave>. The Human Resources Division will co-ordinate and monitor the use of these Guidelines.

8.2 The University recognises that it is necessary to encourage more flexible patterns of work where feasible, to attract and retain staff in order to help them have a more balanced and better quality of working life. Wherever reasonably practicable the University will take account of the needs of individual staff and put in place permanent and temporary arrangements to assist the member of staff's needs.

8.3 The University is committed to providing a safe and healthy workplace for its employees by minimising the risks of people suffering ill-health as a result of work, finding ways to allow people to work despite health problems or

disability and promoting a healthy and productive workforce. More detailed guidance is available at <https://www.uea.ac.uk/hr/employee-information/health> .

9.0 Dignity & Respect

- 9.1 The University has a zero tolerance of unlawful discrimination, harassment or bullying and aims to ensure that staff are treated with dignity and respect at all times and are protected from such behaviour and/or actions.
- 9.2 The University is committed to creating and maintaining a safe, inclusive and welcoming culture on campus and the Vice-Chancellor has pledged to provide clear leadership and support for the University's Never OK campaign that is running and being promoted in partnership with the UEA Students Union.
- 9.3 Never OK aims to:
 - Foster a culture where there is a zero tolerance for sexual harassment, violence or hate crime against anyone;
 - Enable frank, open and honest discussion about issues and provide clear signposting to training and support for all;
 - Support and engage with our wider communities beyond the campus to challenge negative behaviour and promote a safe culture for all.
- 9.4 The University will thoroughly investigate all reports of inappropriate behaviour and conduct and will take appropriate action to address the situation that is proportionate to each case in line with the relevant University's [Disciplinary, Grievance](#), Dignity & Respect and Equality & Diversity codes of practice.
- 9.4 The University offers support and advice for staff who believe they are being discriminated against, harassed or victimised. The Briefing Notes for each of

the protected characteristics provides information on how staff can seek help and support internally or externally.

9.5 Staff with concerns can contact the following for help and advice:

- A member of the [Human Resources team](#)
- A member of the [Equality & Diversity Team](#)
- Your line manager
- Your Campus Trade Union representative (UCU, UNISON, UNITE)
- [UEA Staff Pride Dignity & Respect Champions](#)

10.0 Responsibilities

10.1 All members of the University community are required to comply with this Code of Practice, associated Codes of Practice and other key University policies and procedures and with relevant legal requirements. Staff are encouraged to draw to the attention of their manager or Human Resources any issues, which they believe to be unlawful discrimination.

11.0 Monitoring

11.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

11.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment and take positive action where appropriate to ensure that its policies are fully implemented.

11.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.

UEA Equality & Diversity Committee – approval date	31 October 2017
Equality Impact Assessment undertaken	Yes
Last Review Date	December 2023
Next Review Date	December 2025
Author	S Forder - Human Resources Division
Document Ref.	UEA Equality & Diversity Code of Practice for Staff



CODE OF PRACTICE FOR STAFF: EQUAL PAY AND GENDER PAY GAP

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, originally developed a Code of Practice in 2007 to demonstrate the steps that the University would take to ensure equality of opportunity in respect of equal pay and to ensure its compliance with equality legislation¹.
- 1.2 This Code of Practice has been revised to reflect the introduction of The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, which came into effect on 6 April 2017 and The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into effect on 31 March 2017.
- 1.3 This Code is underpinned by the University’s [Equality & Diversity Strategy](#) and the [Equality & Diversity Code of Practice for Staff](#), which can be accessed on the Human Resources Division’s intranet sites.
- 1.4 The University is an international and multicultural community which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff; and, to not unlawfully discriminate against employees.

¹ The Equality Act 2010 replaced the Equal Pay Act 1970 and the Sex Discrimination Act 1975 (as amended).

1.5 It must be noted that achieving equal pay and reducing the gender pay gap are separate issues:

1.5.1 The Code sets out the steps that will be taken to achieve equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

1.5.2 The Code sets out the University's commitment to identifying issues of gender pay difference (including pay matters such as promotion and discretionary bonuses) and to seeking to tackle and reduce identified gender pay gap.

2.0 Purpose

2.1 The purpose of this Code of Practice is to raise the awareness of the University's staff about equal pay and gender pay gap reporting and their responsibilities under the Equality Act 2010.

3.0 Scope

3.1 In accordance with the Act, the Code applies to all employees with a contract of employment (including those on full-time, part-time, fixed term, indefinite, term-time only and monthly hourly-paid contracts).

4.0 Responsibility of all staff

4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.

4.2 Staff are encouraged to speak with their manager and/or Human Resources if they believe that there may be an equal pay or gender pay gap issue.

4.3 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the

Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff of different sexes and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where a concern of equal pay or gender pay gap is brought to a manager's attention, the manager is responsible for taking appropriate action. Managers must seek advice and support from Human Resources in dealing with such matters.

6.0 The Legislation

- 6.1 The main provisions of the Equality Act 2010, referred to as "the Act" throughout this document, came into force on 1 October 2010 and the provisions relating to positive action in recruitment and the public sector duty came into effect on 1 April 2011.
- 6.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:
 - [Age](#)
 - [Disability](#)

- [Gender reassignment](#)
- [Marriage and civil partnership](#)
- [Pregnancy and maternity](#)
- [Race](#) (including Caste)²
- [Religion or belief](#)
- [Sex](#)
- [Sexual orientation](#)

6.3 The Equality Act 2010 gives women and men the right to equal pay for equal work. The Equal Pay Statutory Code of Practice³ explains that the Act covers a range of non-contractual issues, including pay matters such as promotion and discretionary bonuses where the man and woman are undertaking 'like work'; 'work rated as equivalent' (as determined by a job evaluation process); or, 'work that is proved to be of equal value'.

6.4 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017⁴ places a duty on the University to publish on an annual basis a range of information relating to pay. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017⁵ places additional reporting duties on the University.

7.0 Higher Education Role Analysis

7.1 The University uses the [Higher Education Role Analysis](#) (HERA) as its job evaluation process for non-academic posts. Job evaluation and role analysis offer a consistent and systematic approach to determine the relative size and complexity of roles within an organisation.

² Current case law also means that race in the Equality Act can also pertain to caste.

³ <https://www.equalityhumanrights.com/sites/default/files/equalpaycode.pdf>

⁴ The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017
<http://www.legislation.gov.uk/uksi/2017/172/regulation/2/made>

⁵ The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017
<http://www.legislation.gov.uk/uksi/2017/353/contents/made>

7.2 Job evaluation is used:

- to ensure consistency in pay and grading decision-making;
- to design and maintain an equitable and defensible pay structure;
- to prevent equal pay claims by demonstrating that equal pay is provided for work of equal value; and,
- to identify incidences of discrimination or gender bias.

An analytical job evaluation scheme, such as HERA, assesses all roles against a common set of factors and criteria in order to generate point scores and compare roles. The Human Resources web pages provide further information on [HERA](#).

8.0 Equal Pay Review and Gender Pay Gap Reporting

8.1 As part of its specific duty under the Equality Act 2010 the University will continue to undertake regular equal pay reviews to identify whether there are any gender inequalities arising from the operation of UEA's pay practices and structures. The reviews will be reported to the University's Equality & Diversity Committee.

8.2 As part of its specific duties under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the University will comply with its statutory obligations by publishing its gender pay gap report on an annual basis on its own website and a designated government website. The report will be presented to the University's Equality & Diversity Committee.

9.0 Monitoring and Review

9.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

- 9.2 The University will continue to monitor and review the impact of its policies, procedures and practices for employment on staff and take positive action where appropriate to ensure that its policy on equal pay and gender pay gap reporting is fully implemented.
- 9.3 Such action will include the provision of training and raising awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 9.4 The Human Resources Division will monitor the completion rates for the Equality and Diversity module and provide a regular report to the Equality & Diversity Committee.
- 9.5 The Equality & Diversity Committee will have lead responsibility for monitoring and reviewing the Code, reporting as appropriate to the Executive Team and Council.

UEA Equality & Diversity Committee – approval date	30 October 2017
Equality Impact Assessment undertaken	Yes
Next Review Date	October 2025
Author	People and Culture Division
Document Ref.	UEA Code of Practice Equal Pay and Gender Pay Gap

University of East Anglia

Code of Practice on Freedom of Speech

(Effective from 1 August 2024)

1. Introduction

- 1.1. The University of East Anglia (“the University”) has a wide-range of responsibilities. The responsibility to protect and promote freedom of speech and academic freedom is one of the most fundamental. The University is committed to taking steps which are reasonably practicable to secure freedom of speech and academic freedom within the law¹. This includes enabling the questioning and debating of the laws that constrain free speech provided that such activity is done in a way that is compliant with the law of England and Wales as it applies and is enacted from time to time.
- 1.2. Other legal obligations also exist which may set limits on certain speech freedoms, to protect the safety, rights and freedoms of others. However, the governing bodies of higher education providers including the University have particular regard to the importance of securing free speech and academic freedoms.
- 1.3. The University has adopted this Code of Practice (“the Code”) to ensure that freedom of speech within the law is promoted and secured for staff, students and other members of the University (including honorary and visiting appointments) and for all persons authorised to be on University premises, including visiting speakers.
- 1.4. The Executive Team (“the ET”) will be responsible for policy issues and decisions connected with the interpretation and implementation of this Code and will consider matters relevant to this Code as circumstances require. ET will review the Code from time to time and consult with Senate on significant changes to it. Council has approved the Code (and will approve any updates to it) and ET will ensure that it is brought to the attention of the University’s students and staff and is readily available to view on the University’s website. ET has delegated its responsibilities under this Code to the Registrar and Secretary, Deputy University Secretary and the Vice-Chancellor but other delegations may be agreed from time to time by ET.
- 1.5. Council has approved this Code to help ensure as far as reasonably practicable that freedom of speech within the law is secured for students and staff of the University and for visiting speakers and academic freedom is secured for academic staff. This is in accordance with the duties imposed by Section 43 of the Education (no 2) Act 1986, as updated by the Higher Education and Research Act 2017 and the Higher Education (Freedom of Speech) Act 2023.
- 1.6. In approving this Code the Council of the University acknowledges that the Higher Education (Freedom of Speech) Act 2023 is in the process of

¹ Where reference is made to the law, this will refer to the laws of England and Wales, unless otherwise specified.

implementation and amendments to this Code may be required as the interpretation of both the Higher Education (Freedom of Speech) Act 2023 develops together with the regulatory framework as determined by the Office for Students from time to time.

2. Scope

- 2.1. This Code applies to all activities on any premises (wherever situated) of which the University has title or possession, by freehold, leasehold or otherwise, including its halls of residence, students' union premises and the faith centre (the "Premises").
- 2.2. This Code also applies to all activities of staff, members or current students in any other location when carried out in the name of the University or of the University of East Anglia Students' Union ("Students' Union") or its members.
- 2.3. This Code makes particular provision in respect of activities such as meetings and events, including public lectures, conferences, seminars, committee meetings, sporting events, awards presentations and musical and theatrical performances ("Events"). These are provided for in Section 6 of the Code. The principles of this Code also apply to online events held or hosted by the University on its IT systems.
3. The University's Memorandum of Understanding with the Students' Union commits to adhering to the provisions of this Code in events organised by its members which are held using the University's premises or sanctioned by the University or the Students' Union.
 - 3.1. The principles contained within section 3 of this Code also apply to teaching and curriculum content.

3. Principles

- 3.1. The University operates with a strong presumption in favour of free speech. This is further supported by the University's Statutes, notably the following:
 - "8.4.1: ensure that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges (Academic Freedom)"
 - "8.5: Any policy or procedure made under paragraph 8.3, or paragraph 8.6, shall be construed in its application to give effect to the guiding principles set out in paragraph 7.4 and for the avoidance of doubt any member of staff to whom this statute applies may raise the principle of Academic Freedom as an issue to be taken into account in any investigation, hearing or appeal in circumstances where these are relevant to the possibility of dismissal or a loss of privileges."
- 3.2. The University provides a wide range of fora where free and frank intellectual exchanges take place. Within this both the diverse views of individuals are tolerated, as are the voices of those who wish to peacefully protest. This is central to the University's culture and protected in law.
- 3.3. The University, as an institution, prefers not to take a formal position on political or international issues. On occasion it may, at the absolute discretion of ET, support the position taken by the British Government of the day (for

example on major issues of health and security such as Covid or another pandemic or in relation to international support for another country).

Notwithstanding this the University endeavours to provide a platform to facilitate discourse on contemporary matters by encouraging critical debate, within the law, where the views of all parties are treated with respect.

- 3.4. Subject to the provisions of this Code and in particular clause 6 , the use of the Premises shall not usually be denied to any individual or body of persons on any ground connected with the beliefs or views of that individual or of any member of that body; or the policies or objectives of that body except if there are reasonable grounds (as determined by ET) to suspect that unlawful activity is likely to occur or there is felt to be a significant health and safety or security risk or the costs of supporting the Event are unreasonable or short notice means appropriate arrangements cannot readily be put into place.
- 3.5. The University adopts a presumption in favour of the position that exposure of students to course materials, and statements made, and views expressed by a person as part of teaching, research or discussions about any subject matter that is connected with the content of a course, are unlikely to constitute harassment, unless otherwise demonstrated that these matters do in fact amount to harassment.
- 3.6. The University reserves the right to take appropriate and proportionate action to protect and promote the freedom of speech as set out in this Code including invoking appropriate disciplinary procedures and applying appropriate sanctions against individuals or groups of persons where the ET determines this is warranted.

4. Legislation

- 4.1. The Higher Education (Freedom of Speech) Act 2023 places a duty on the University to secure freedom of speech, within the law, for staff, members, students and visiting speakers.
- 4.2. It also places a duty to secure academic freedom for academic staff. This means freedom within the law to question, and test received wisdom and to put forward new ideas and controversial or unpopular questions, without placing themselves at risk of losing their jobs or privileges or reducing their likelihood of securing promotion or different jobs at the University for reasons unrelated to their academic performance.
- 4.3. Activity may be deemed unlawful under a range of legislative provisions, including but not limited to the Equality Act 2010 (incorporating protected belief, harassment and the public sector equality duty), the Public Order Act 1996 and the Counter Terrorism and Security Act 2015 all as amended and updated from time to time. Examples, which are not exhaustive, of unlawful activity include the following:
 - 4.3..1. Expression of racial hatred or religious hatred, or incitement to such hatred or to violence or other criminal acts;
 - 4.3..2. Direct support or an organisation that is proscribed in the United Kingdom;
 - 4.3..3. Contravention of counter-terrorism legislation;
 - 4.3..4. Breach of the peace;

4.3..5. Public order offences

4.3..6. Contravention of health and safety legislation.

- 4.4. Under the statutory duty derived from the Counter Terrorism and Security Act 2015, the University has a legal obligation to consider whether the views to be expressed, or that are likely to be expressed, by a speaker on campus constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups; and in such circumstances not to allow Events to proceed except where the University is entirely convinced that such risk can be fully mitigated without cancellation of the Event. However, the Counter Terrorism and Security Act and the statutory duty do not in any way change the definition of free speech within the law or presumption in favour of free speech within the law. Support for or promotion of terrorism is already illegal under previous legislation and as such the University will not allow it to take place on the Premises.
- 4.5. The expression of views which are unpopular, controversial or provocative or which cause offence does not, if lawful, constitute grounds for the refusal or cancellation of an Event or an invited speaker.

5. Interaction with other policies and procedures

- 5.1. The University must take necessary and appropriate steps that have particular regard to the importance of freedom of speech. In undertaking work to achieve this objective it will need to consider other duties and matters, for example but without limit its duties on Prevent and Health and Safety.
- 5.2. The principles, duties and obligations arising from this Code will be considered in the context of relevant University activities and the adoption of relevant policies and procedures, for example but not limited to People and Culture policies for academic staff and the University's Equality, Diversity and Inclusion [policies](#).

6. Procedures in respect of Events

- 3.2.** Advance booking of at least ten working days is required for most University venues or locations which are suitable for Events. Detailed guidance applicable from time to time is provided for both [open spaces](#) and events using University [facilities](#).
- 3.3. The organisers of any Event for which a venue is booked through the University's "Room Bookings" system are required to appoint an individual, who must be a currently registered and attending student booking on behalf of a registered Students Union Society or an employee of the University, to act as "Principal Organiser" of the particular Event for the purposes of this Code. The Principal Organiser shall be responsible, as far as is reasonably practicable, for ensuring that the organisation of the Event and the conduct of those attending it, whether from the University community or outside, is lawful and conforms to the provisions of this Code, to all relevant University guidance and to any condition relating to the Event imposed by ET, the Head of Security and Transport and the Authorised Officer under this Code. This includes ensuring that the Event chair and the Authorised Officer are properly

briefed. For the avoidance of doubt, a registered student for the purposes of this Code is a student who is pursuing an undergraduate or postgraduate programme of study for which they are actively receiving teaching or supervision or both.

6.1. The Authorised Officer in respect of events on campus is the current Head of Security and Transport from time to time or where he or she is absent from work due to illness or absence or other reason then it will be the Registrar and Secretary or Deputy Secretary of the University. The role of the Authorised Officer is to have full knowledge and oversight of the Event in question and together with the Principal Organiser shall have ultimate accountability for the Event in question.

3.4. The University through the ET and/or Authorised Officer reserves the right to impose such conditions upon the use of the Premises as are reasonably necessary for the discharge of its obligations relating to the safety and health and/or security of its registered students, employees, academics and other persons lawfully upon the Premises or for the efficient conduct and administration of its functions. Conditions for a particular Event(s) will usually include (but without limit):

- 3.4..1. the Principal Organiser of the Event in question appointing a stipulated number (stipulated by the Authorised Officer) of named stewards, as to whose suitability the Authorised Officer must be satisfied, in addition to any security staff that the Authorised Officer may feel should be present to maintain order;
- 6.1..1. the wording of leaflets and notices advertising the activity being subject to approval by the Authorised Officer;
- 6.1..2. admission to the event is confined to members of the University unless agreed otherwise by the Authorised Officer) ;
- 6.1..3. tickets are issued by the Principal Organiser or Authorised Officer;
- 6.1..4. admission is confined to ticket holders;
- 6.1..5. nominated senior members of the University are present;
- 6.1..6. the activity is recorded;
- 6.1..7. the admission of press, television and broadcasting personnel is restricted;
- 6.1..8. the access and exit routes of the speaker are subject to approval by the Authorised Officer;
- 6.1..9. the Authorised Officer ultimately decides which room(s) are used;
- 6.1..10. detailed arrangements are agreed between the Principal Organiser and a member of staff nominated by the Authorised Officer;

6.1..11. there is adequate opportunity for a wide range of views to be expressed and challenged;

6.1..12. an experienced and respected individual approved by the Authorised Officer chairs the activity.

6.2. The ET (via its delegated officers namely the Registrar and Secretary, Deputy Secretary or Vice-Chancellor) reserves the right in its absolute discretion to decide that safety, security or practical considerations such as the cost, short notice period or difficulty of providing the necessary level of security may require an Event to be modified, curtailed, postponed or, in exceptional circumstances, cancelled.

6.3. Where the Authorised Officer or ET has decided and directed that an Event should be modified, curtailed, postponed or cancelled then the Principal Organiser may appeal (which should be made in writing to the Registrar and Secretary or Deputy Secretary) against such decision. Any appeal will be considered by the Vice-Chancellor or, in their absence, the Deputy Vice-Chancellor whose decision will be final.

7. Complaints

7.1. Any contravention of or material departure from the provisions of this Code by a student or an employee of the University may render the individual(s) responsible liable to appropriate sanctions under the disciplinary procedures of the University.

7.2. ET will ensure that appropriate procedures are in place in order to allow its stakeholders to report any concerns to be investigated and determined promptly and thoroughly. Any concerns should be reported and raised promptly in writing to the Registrar and Secretary or Deputy Secretary. Such complaint will be acknowledged and the stakeholder contacted to let them know how their complaint will be dealt with and by whom.

Changes to any complaints procedures may be made by ET as required from time to time without the need for further Senate or Council Approval although both Senate and Council will be notified of any procedure changes and the receipt and outcome of any significant stakeholder complaint.

Approval mechanism for this Code and any amendments from time to time:

1. Executive Team approval and recommendation to Council.
2. Senate review and feedback to ET.
3. Council – Final approval.

This version of the Code was approved by Council on 25th June 2024



CODE OF PRACTICE FOR STAFF: MARRIAGE AND CIVIL PARTNERSHIP

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of marriage and civil partnership and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s [Equality & Diversity Strategy](#) and the [Equality & Diversity Code of Practice for Staff](#), which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their marital status; and, to not unlawfully discriminate against employees, job applicants and trainees because of their marriage or civil partnership.
- 1.4 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice and Recruitment & Selection Guidelines.

2.0 Purpose

2.1 The purpose of this Code of Practice is:

- to raise the awareness of the University's staff about marriage and civil partnership issues and their responsibilities under the Equality Act 2010;
- provide guidance to managers to ensure that all staff irrespective of their marriage or civil partnership are supported in their work activity at the University;

3.0 Scope

3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

- 4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.
- 4.2 Staff are encouraged to disclose their marital or civil partnership status and staff can update their personal circumstances by contacting Human Resources. See [*Briefing Note 24 – Disclosing your Marriage or Civil Partnership*](#) for further information.
- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination due to their marriage or civil partnership.
- 4.4 All staff have a responsibility to ensure that all members of the University community irrespective of their marital, civil partnership or non-marital or non-civil partnership status are treated with dignity and respect. The University will not tolerate inappropriate behaviour towards individuals due to their status, whether they are married, in a civil partnership or not.
- 4.5 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff of differing marital or civil partnership status and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010.
- 6.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:
- [Age](#)
 - [Disability](#)
 - [Gender reassignment](#)

- [Marriage and civil partnership](#)
- [Pregnancy and maternity](#)
- [Race](#) (including Caste)
- [Religion or belief](#)
- [Sex](#)
- [Sexual orientation](#)

6.2 The Equality Act 2010 defines marriage and civil partnership as:

- Someone who is legally married or in a civil partnership
- Marriage between a man and a woman
- Marriage between partners of the same sex
- Civil partnership between partners of the same sex

6.3 The Equality Act does not apply to individuals who are:

- Single
- Living with someone as a couple neither married nor civil partners
- Engaged to be married but not married
- Divorced or a person whose civil partnership has been dissolved

6.4 The Act makes it unlawful to discriminate on the grounds of marital or civil partnership status. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of they are married or in a civil partnership.

- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging individuals who are married or in a civil partnership.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of marriage or civil partnership.

6.5 Please refer to [Briefing Note 25 – Different types of marriage and civil partnership discrimination in the workplace](#).

7.0 Monitoring and Review

- 7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 7.2 The University will continue to monitor and review the impact of its policies, procedures and practices for employment on staff and applicants of differing marital and civil partnership status and take positive action where appropriate to ensure that its policy on marriage and civil partnership is fully implemented.
- 7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.

UEA Equality & Diversity Committee – approval date	30 October 2017
Equality Impact Assessment undertaken	Yes
Next Review Date	October 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice for Staff – Marriage and Civil Partnership



UEA CODE OF PRACTICE FOR STAFF: PERSONAL RELATIONSHIPS BETWEEN STAFF AND STUDENTS

1.0 Policy Statement

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, is an international and multicultural community, which values and encourages diversity. One of the University’s aims is to create a safe environment for learning and working that is inclusive and respectful of differences and encourages all members of the University to treat each other with dignity and respect at all times. Through the application of our policies, procedures and practices the University is committed to ensuring equality of opportunity and fair treatment for students and staff, for potential members of our student and staff community, and for other users of our services.
- 1.2 The University is committed to creating and maintaining a safe, inclusive and welcoming culture on campus and the Vice-Chancellor has pledged to provide clear leadership and support for the University’s Never Ok campaign being run and promoted in partnership with the UEA Students Union.
- 1.3 Never OK aims to:
- Foster a culture where there is a zero tolerance for sexual harassment, violence or hate crime against anyone;
 - Enable frank, open and honest discussion about issues and provide clear signposting to training and support for all;
 - Support and engage with our wider communities beyond the campus to challenge negative behaviour and promote a safe culture for all.

2.0 Overview

- 2.1 This Code of Practice has been developed to provide guidance to all staff regarding entering into or having personal relationships (see Section 4.0) in the workplace with students, with an aim of minimising potential or perceived conflicts of interest and to protect all parties from complaint or misuse of an individual's power.
- 2.2 Conflicts of interest may arise in a number of aspects, including but not limited to, being involved in the academic assessment of the student, the award of a scholarship or prize to the student, or the administration of the student's record.
- 2.3 The University view is that a professional relationship between staff and students is paramount in order to maintain professional integrity and fulfil their responsibility to the development and wellbeing needs of the student.
- 2.4 Personal relationships can take a number of forms, including, but not limited to, emotional, sexual, marital or material and are not always in person, for instance a relationship can take place by social media, email or text.
- 2.5 The University has a legal and moral responsibility for the safety and wellbeing of both its staff and students. Therefore, the University requires its staff and students to disclose any personal intimate relationships linked to the workplace/place of study. The University's intention is to ensure that professional integrity is maintained, that individuals are not put in a vulnerable position and appropriate precautionary measures are put in place.

3.0 Scope

- 3.1 This overarching Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals. This includes undergraduate and postgraduate students

working as, but not limited to, Associate Tutors, Graduate Teaching Assistants, Interns, Invigilators and Student Workers (for instance, Student Ambassadors, PAL Mentors/Officers).

3.2 The University also expects the following groups to behave in a manner, which complies with the expectations set out for staff:

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers, contractors and consultants.

3.3 The University considers a student to be an individual who is registered as a student (undergraduate or postgraduate) at the University, or who is a visiting student from another university, or who is a student on a University delivered course, or who is a student of another educational institution based on the UEA campus.

3.4 This policy applies irrespective of an individual's protected characteristic(s), including gender and sexual orientation.

4.0 Relationships between staff and students

4.1 The University considers that personal relationships (as referred to in Section 2 and 4.2 below) between members of staff and students potentially can have a serious impact on the inherent balance of authority, trust, integrity and equal treatment that is formed in a professional relationship between a member of staff and a student.

- 4.2 Moving the boundaries of the professional relationship can lead to perceived or actual conflicts of interest, which can have a detrimental impact on the teaching and learning environment for other students and staff. The member of staff is in a position of trust and power and their primary responsibility is for the protection of the student.
- 4.3 Members of staff should not be in a relationship with a student that they are supervising on a research degree as primary or secondary supervisor. This could lead to significant issues with an impact on the student's thesis, award outcome, future funding, publications, networking and/or career opportunities.
- 4.4 The University is mindful that personal relationships may form or may pre-exist when a student or member of staff joins the University and respects that individuals are entitled to their privacy. However, staff may leave themselves vulnerable to complaints from the student and others regarding their exploitation of the authority and trust of their relationship. As such, to protect both parties the University strongly advises staff not to form a personal relationship with a student and to recognise and respect the professional boundaries.
- 5.0 Disclosure of a personal relationship**
- 5.1 Staff must declare to their Head of School/Head of Professional Service or designated deputy (hereafter referred to as "the manager") any new or pre-existing personal relationship (as referred to in paragraph 2.4). The manager will discuss with the member of staff whether any precautions need to be put in place to minimise any conflict of interest and agree with the member of staff the action that may be necessary.
- 5.2 Where a member of staff does not feel comfortable sharing this information within their line management structure, an individual can discuss their disclosure with their Human Resources Manager on a confidential basis. For example, this may occur where an individual may not wish to disclose their sexual orientation, or their involvement in a polyamorous relationship. The relevant Human Resources

Manager will discuss the individual's situation with them to establish whether there may be the need for precautions to be considered and if so, agree the next steps regarding informing the appropriate manager in their area.

- 5.3 Students should contact Student Support Services to declare any new or pre-existing personal relationship (as referred to in paragraph 2.4).
- 5.4 The University will treat in confidence all declarations and will ensure that this confidence is maintained. The manager will hold a file note regarding the declaration and precautions put in place on the individual's personal file.
- 5.5 The University will ensure that individuals are treated fairly and with dignity and respect, and in so far as is possible are not placed at a disadvantage in respect of their professional or academic progression.

6.0 Responsibilities of the manager

- 6.1 The manager must discuss the disclosure with the member of staff and the student to identify whether any precautions need to be put in place to minimise any conflict of interest and agree any actions considered necessary.
- 6.2 The manager will consider re-organising duties and minimising contact within the professional environment. This could include re-organising advising, supervision or pastoral responsibilities; re-organising assessment and administrative responsibilities; allocating an additional internal or external co-supervisor.
- 6.3 The manager must keep on file a confidential written record of the declaration and precautionary actions taken.
- 6.4 The manager may wish to discuss and seek advice and support on a confidential basis from their manager or Human Resources Manager.

6.5 The manager must ensure they treat the member of staff and student fairly and with dignity and respect and in doing so be mindful of any unconscious bias they may have.

6.6 Some students and staff are under the age of 18 and the Sexual Offences Act 2003 considers these to be minors, and as such the University has an enhanced duty of care until they reach the age of 18 years. The *UEA Safeguarding Policy, Procedure and Guidance (Safeguarding of Children, Vulnerable Adults and Prevention of Exploitation)* and *The UEA Policy for Admission of Applicants Under 18*¹ outlines the enhanced support arrangements in place, including the provision of a Designated Child Protection Officer whom individuals should contact if they believe that any under-18 year old student is in any way at risk, including risk of bullying or other abuse. The manager must comply with these policies if they believe or know that a relationship with a student under the age of 18, or potentially a student over the age of 18, or with a member of staff under the age of 18, or with a vulnerable adult over the age of 18, is happening or potentially could happen.

7.0 Responsibilities of staff

7.1 It is the responsibility of the member of staff and not the student to ensure both the professional and ethical aspects in the staff/student relationship are acknowledged and maintained. The member of staff is in a position of trust and power and their primary responsibility is for the protection of the student.

7.2 All staff are expected to behave in a professional manner consistent with their role and responsibilities and in accordance with the University's range of Codes of Practices, Policies and Procedures relating to [equality, diversity, dignity, respect](#) and any University Regulations relating to their duties.

¹ UEA Admissions Marketing and Recruitment, 'Admission of Applicants Under the Age of 18' [https://www.uea.ac.uk/study/undergraduate/apply/our-admissions-policy/admission-of-applicants-under-the-age-of-18]

- 7.3 Staff must disclose a staff/student personal relationship in a timely manner as detailed in Section 5.0. If an individual is unsure whether they should disclose a relationship, they can approach their manager or Human Resources on a confidential basis.
- 7.4 Staff who have a professional registration, for example to the GMC, NMC, HCPC, BPS, are responsible for ensuring that they are familiar with the standards of conduct, performance and ethics for their profession and ensure that any relationship with a student does not breach these standards.
- 7.5 As detailed in Section 6.0, being in a position of trust and entering into a relationship with an individual under the age of eighteen or a vulnerable adult could fall within the Sexual Offences Act 2003. Therefore, members of staff must not enter into sexual, intimate or close relationship with a student under the age of eighteen or a vulnerable adult.
- 7.6 If an individual believes that a member of staff and/or student is behaving in a manner that is potentially crossing over the boundary between professional and personal with a student or member of staff, it is important that in a timely manner it is brought to the attention of the Head of School or Head of Professional Service or the Director of Student Services so it can be looked into. Individuals can also discuss the matter on a confidential basis with a Human Resources Manager or Head of Student Services.
- 7.7 The member of staff must co-operate with their manager in the process of discussing and putting in place any precautionary measures and comply with the actions.
- 7.8 If a member of staff fails to declare a relationship (refer to Section 2) with a student or chooses not to comply with any reasonable precautionary measures put in place disciplinary action may be taken by the University. This could range from informal advisory comments/warning through to a formal warning commensurate with the circumstances of the case.

8.0 Responsibilities of students

- 8.1 All students are expected to behave in an appropriate manner consistent in accordance with the University's range of Codes of Practices, Policies and Procedures relating to equality, diversity, dignity, respect and any University Regulations relating to their student status.
- 8.2 Students should disclose a staff/student personal relationship in a timely manner as detailed in Section 5.0. If an individual is unsure whether they should disclose a relationship, they can approach the Student Support Service or Student Advice Centre on a confidential basis.
- 8.3 Students who have a professional registration, for example to the GMC, NMC, HCPC, BPS, are responsible for ensuring that they are familiar with the standards of conduct, performance and ethics for their profession and ensure that any relationship with a member of staff does not breach these standards.
- 8.4 Students under the age of eighteen and those who may be considered to be vulnerable adults need to be mindful of the Sexual Offences Act as detailed in Section 6.0 and must not enter into a sexual, intimate or close relationship with a member of staff.
- 8.5 If an individual believes that a member of staff and/or student is behaving in a manner that is potentially crossing over the boundary between professional and personal with a student or member of staff and could impact on the University's duty of care, it is important that in a timely manner it is brought to the attention of the Head of School or Head of Professional Service or the Director of Student Services so it can be looked into. Individuals can also discuss the matter on a confidential basis with a Human Resources Manager or Head of Student Services.
- 8.6 The student must co-operate with the University in the process of discussing and putting in place any precautionary measures and comply with the actions.

- 8.7 If a student does not comply with any reasonable precautionary measures put in place disciplinary action may be taken by the University.

9.0 Non-consensual relationships or unwanted behaviour

- 9.1 If a member of staff experiences unwanted attention, unwanted advances and/or other unwanted behaviour, the member of staff should contact their manager. Advice can also be sought as detailed in Section 10.

- 9.2 If a student experiences unwanted attention, unwanted advances and/or other unwanted behaviour, or is in a non-consensual relationship, the student should contact Student Support Services who can provide advice and support.

10.0 Advice and guidance

- 10.1 The following can be contacted for advice and support and signposting, including where there is a breakdown in a staff/student relationship:

- Line manager
- Member of the [Human Resources](#) team
- A Campus Trade Union representative (UCU, UNISON, UNITE)
- [Postgraduate Research Service](#) (for Postgraduate Researchers)
- [Student Union Advice Centre](#)
- Member of [Equality & Diversity](#) team
- [Staff Counselling Service](#)
- [Student Support Service](#) (for Undergraduate & Postgraduate students)

- 10.2 Other related UEA Policies and Procedures

- [UEA Code of Practice for Staff – Equality and Diversity](#)
- [UEA Code of Practice for Staff – Dignity and Respect in the Workplace](#)
- Grievance Procedures for [Support Staff](#) and for [Academic Staff](#)
- Disciplinary Procedures for [Support Staff](#) and for [Academic Staff](#)
- [Safeguarding Policy, Procedure and Guidance for the Safeguarding of Children](#)

- [Policy on Student Harassment and Sexual or Physical Misconduct](#)

11.0 Monitoring and Review

- 11.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 11.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment of different genders and sexual orientation.
- 11.3 Such action will include the provision of training and awareness, particularly for key staff groups where there is an indication that an area of policy, procedure or practice requires revision.

UEA Equality & Diversity Committee	26 February 2019
Executive Team Plus – approval	Approved 25 March 2019
Equality Impact Assessment undertaken	Yes
Minor amendment to paragraph 10.1	26 September 2019
Amendment to paragraph 4.3	Reported to Committee for Equality, Diversity and Inclusion on 15 October 2019 and Executive Team Plus on 4 November 2019
Last Review Date	December 2023
Next Review Date	December 2025
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice – Personal Relationships between Staff and Students – 15 October 2019



CODE OF PRACTICE FOR STAFF: PREGNANCY AND MATERNITY

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of pregnancy and maternity and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s Equality & Diversity Strategy and the Equality & Diversity Code of Practice for Staff, which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community, which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff who are pregnant, have a pregnancy-related illness, are on maternity leave, or are breastfeeding; and, to not unlawfully discriminate against employees, job applicants and trainees because they are pregnant or on a period of maternity leave.
- 1.4 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff, Recruitment & Selection Guidelines, Maternity Guidelines.

2.0 Purpose

2.1 The purpose of this Code of Practice is:

- to raise the awareness of the University's staff about pregnancy, maternity leave and return from maternity leave issues and their responsibilities under the Equality Act 2010;
- provide guidance to managers to ensure that all staff irrespective of their being pregnant or on a period of maternity leave are supported in their work activity at the University;

3.0 Scope

3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

- 4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities, which are detailed in Section 5.0.
- 4.2 Staff are required to inform the University of their pregnancy 15 weeks before the baby is due to be born. Legal protection under the Act commences when the member of staff informs the University they are pregnant.
- 4.3 Staff are encouraged to disclose their pregnancy at the earliest opportunity to their manager and Human Resources so that:
- the necessary health and safety risk assessments can take place;
 - relevant information can be provided to the member of staff regarding Statutory and Occupational maternity entitlements;
 - planning for cover/handover arrangements can take place in a timely manner.
- 4.4 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination due to their pregnancy or maternity leave.
- 4.5 All staff have a responsibility to ensure that all members of the University community irrespective of their pregnancy or maternity leave are treated with dignity and respect. The University will not tolerate inappropriate

behaviour towards individuals due to their pregnancy, pregnancy-related illness, maternity leave or breastfeeding.

- 4.6 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff who are pregnant or on maternity leave and to assess whether the cause of this different outcome might constitute discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010.
- 6.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including Caste¹)
 - Religion or belief
 - Sex
 - Sexual orientation
- 6.2 The Equality Act 2010 applies to individuals who:
- Are pregnant
 - Have a pregnancy-related illness
 - Have recently given birth
 - Are on maternity leave²
 - Are breast-feeding

¹ Current case law also means that race in the Equality Act can also pertain to caste.

² The Equality Act Employment Statutory Code of Practice <https://www.equalityhumanrights.com/sites/default/files/employercode.pdf> refers to three kinds of maternity leave – Compulsory (two-week period following childbirth), Ordinary (26 weeks, including the Compulsory period) and Additional (a further 26 weeks)

6.3 There are two types of pregnancy and maternity discrimination:

- **Direct discrimination** where an individual is treated unfavourably because of her pregnancy or maternity leave or because she is breastfeeding.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint related to pregnancy, maternity or breastfeeding.

7.0 Monitoring and Review

7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

7.2 The University will continue to monitor and review the impact of its policies, procedures and practices for employment on staff and applicants who are pregnant, on maternity leave or breastfeeding and take action where appropriate to ensure that its policy on pregnancy and maternity is fully implemented.

7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.

7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.

UEA Equality & Diversity Committee – approval date	30 October 2017
Equality Impact Assessment undertaken	Yes
Last Review Date	October 2022
Next Review Date	October 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice for Staff – Pregnancy and Maternity



UEA CODE OF PRACTICE: PROMOTION OF RACE EQUALITY FOR STAFF

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of race and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s [Equality & Diversity Strategy](#) and the [Equality & Diversity Code of Practice for Staff](#), which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community which values and encourages diversity. As a public body the University has a particular responsibility to promote race equality. The University as a major employer and provider of education and other services, and a purchaser of goods, works and services, is committed to:
 - ensuring that it makes every reasonable effort to promote race equality;
 - the removal of unlawful racial discrimination;
 - the promotion of good relations between people of different racial groups;
 - providing a supportive and inclusive environment to staff of all racial groups.

- 1.4 The aim of the University is to remove barriers to the working environment and/or policies, procedures and processes which could disadvantage staff from different racial groups.
- 1.5 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice Code of Practice for Staff and Recruitment & Selection Guidelines.

2.0 Purpose

- 2.1 The purpose of this Code of Practice is:
- to raise the awareness of the University's staff about race issues and their responsibilities under the Equality Act 2010;
 - provide guidance to managers to ensure that staff from different racial groups are supported in their work activity at the University;

3.0 Scope

- 3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.
- 3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :
- Students
 - individuals undertaking work experience on placements
 - members of the public
 - service users
 - individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
 - suppliers and contractors.

4.0 Responsibility of all staff

- 4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.
- 4.2 Staff are encouraged to disclose their nationality and ethnic origin and staff can update their personal circumstances online via 'MyView' accessible via the UEA Portal or in writing to Human Resources. See [Briefing Note 7 – Disclosing Your Nationality & Ethnic Origin](#) for further information about the disclosure process and why it is beneficial to do so
- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful racial discrimination.
- 4.4 All staff have a responsibility to ensure that all members of the University community are treated with dignity and respect.
- 4.5 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.

- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff from different racial groups and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010 and the provisions relating to positive action in recruitment and the public sector duty came into effect on 1 April 2011.
- 6.2 The Act consolidated the many equality and anti-discrimination laws, including the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, into a single Act covering nine protected characteristics:
- [Age](#)
 - [Disability](#)
 - [Gender reassignment](#)
 - [Marriage and civil partnership](#)
 - [Pregnancy and maternity](#)
 - [Race](#) (including Caste)
 - [Religion or belief](#)

- [Sex](#)
- [Sexual orientation](#)

6.3 The Equality and Human Rights Commission indicates that race in the Equality Act can pertain to an individual's colour, nationality, citizenship, ethnic or national origins, ethnic or racial groups.¹ Current case law also means that race in the Equality Act can also pertain to caste.

6.4 The Act makes it unlawful to discriminate on the grounds of race. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of their race.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who are from a particular racial group.
- **Harassment** is unwanted conduct related to a person's race that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of race related discrimination.

6.5 Please refer to [Briefing Note 8 – Different Types of Race Discrimination](#) for examples of discrimination in the workplace.

¹ Source: Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/race-discrimination>

- 6.6 For further information on how to deal with race hate incidents and hate crime please refer to [Briefing Note 9 – How to deal with Race Hate Incidents and Crime](#).

7.0 Monitoring and Review

- 7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 7.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment from differing racial groups and take positive action where appropriate to ensure that its policy on race is fully implemented.
- 7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 7.4 The University will monitor the composition of key Committees with the aim of membership being representative.
- 7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.
- 7.5 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These indicators will be reported to the Equality & Diversity Committee on an annual basis. These will include as a minimum a race profile for:
- Staff employed at the University
 - Applicants for and those obtaining employment

- Applicants for and those receiving training
- Applicants for and those completing probation and obtaining promotion and awards
- Staff being appraised
- Staff whose attendance at work is being measured through the sickness absence guidelines
- Staff whose performance is being measured through the formal capability process
- Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
- Staff leaving the University

UEA Equality & Diversity Committee – approval date	28 February 2017
Equality Impact Assessment undertaken	Yes
Review – discussion and feedback from BME Staff Network	March - May 2019
Review – Equality & Diversity Working Group	May 2019
Reported to Equality & Diversity Committee	June 2019
Next Review Date	31 May 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice: Promotion of Race Equality for Staff



UEA CODE OF PRACTICE: PROMOTION OF AGE EQUALITY IN EMPLOYMENT FOR STAFF

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of age and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the [Equality & Diversity Code of Practice for Staff](#), which can be accessed on the People and Culture Division’s intranet sites.
- 1.3 The University is an international and multicultural community which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to not unlawfully discriminate against employees, job applicants and trainees because of their age, in respect of recruitment, promotions, training and development, dismissals, grievances, discipline, pay, terms and conditions of employment.
- 1.4 As a public body the University has a particular responsibility to promote age equality. The University as a major employer and provider of education and other services, and a purchaser of goods, works and services, is committed to:

- ensuring that it makes every reasonable effort to promote age equality;
- the removal of unlawful age discrimination;
- the promotion of good relations between people of different age groups;
- providing a supportive and inclusive environment to staff of all age groups.

1.5 The aim of the University is to remove barriers to the working environment and/or policies, procedures and processes which could disadvantage staff from different age groups.

1.6 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff, [Recruitment & Selection Guidelines](#) and [promotions and annual review](#) documents.

2.0 Purpose

2.1 The purpose of this Code of Practice is:

- to raise the awareness of the University's staff about age issues and their responsibilities under the Equality Act 2010;
- provide guidance to managers to ensure that staff of different age groups are supported in their work activity at the University;

3.0 Scope

3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.

4.2 Staff should consider making their manager and/or Human Resources Business Partner aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful age discrimination.

4.3 All staff have a responsibility to ensure that all members of the University community irrespective of their age are treated with dignity and respect.

4.4 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the People and Culture Division webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff from different age groups and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from the People and Culture Division in dealing with such matters.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010.
- 6.2 The Act consolidated the many equality and anti-discrimination laws, including the Employment Equality (Age) Regulations 2006, into a single Act covering nine protected characteristics:
 - [Age](#)
 - [Disability](#)
 - [Gender reassignment](#)

- [Marriage and civil partnership](#)
- [Pregnancy and maternity](#)
- [Race](#) (including Caste)
- [Religion or belief](#)
- [Sex](#)
- [Sexual orientation](#)

6.3 The Equality and Human Rights Commission indicates that ‘age groups can be quite wide (for example, ‘people under 50’ or ‘under 18’s’). They can also be quite specific (for example ‘people in their mid-40s’). Terms such as ‘young person’ and ‘youthful’ or ‘elderly’ and ‘pensioner’ can also indicate an age group’.¹

6.4 The Act makes it unlawful to discriminate on the grounds of age. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of their age.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who are from a particular age group.
- **Discrimination by association** is direct discrimination and occurs where an individual is treated less favourably because they associate with another individual of a specific age or age group.
- **Discrimination by perception** is direct discrimination and occurs where an individual is treated less favourably because they are

¹ Source: Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/age-discrimination>

perceived to be of a certain age or age group. The individual does not need to be of that age or age group.

- **Harassment** is unwanted conduct related to a person's age that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of age related discrimination.

6.5 Please refer to [Briefing Note 10 – Different Types of Age Discrimination](#) for examples of discrimination in the workplace.

6.6 For further information on how to deal with age hate incidents and hate crime please refer to [Briefing Note 11 – How to deal with Age related Hate Incidents and Crime](#).

7.0 Retirement Age

7.1 When the Employment Equality (Age) Regulations 2006 were in place, there was a legal default retirement age of 65. With the implementation of the Equality Act 2010, retirement was no longer a fair reason for dismissal unless it could be objectively justified. The University does not have a default retirement age.

8.0 Monitoring and Review

8.1 The People and Culture Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

- 8.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment from differing age groups and take positive action where appropriate to ensure that its policy on age is fully implemented.
- 8.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 8.4 The People and Culture Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.
- 8.5 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These indicators will be reported to the Equality & Diversity Committee on an annual basis. These will include as a minimum an age profile for:
- Staff employed at the University
 - Applicants for and those obtaining employment
 - Applicants for and those receiving training
 - Applicants for and those completing probation and obtaining promotion and awards
 - Staff being appraised
 - Staff whose attendance at work is being measured through the sickness absence guidelines
 - Staff whose performance is being measured through the formal capability process
 - Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
 - Staff leaving the University

UEA Equality & Diversity Committee – approval date	9 May 2017
Equality Impact Assessment undertaken	Yes
Next Review Date	May 2025
Author	People and Culture Division
Document Ref.	UEA Code of Practice: Promotion of Age Equality in Employment for Staff



UEA CODE OF PRACTICE FOR STAFF – RELIGION OR BELIEF

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of religion or belief and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s Equality & Diversity Strategy and the Equality & Diversity Code of Practice for Staff, which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community, which values and encourages diversity. As a public body the University has a particular responsibility to promote equality in respect of religion or belief. The University as a major employer and provider of education and other services, and a purchaser of goods, works and services, is committed to:
 - ensuring that it makes every reasonable effort to promote equality in respect of religion or lawful belief;
 - the removal of unlawful discrimination on the basis of religion or belief;
 - the promotion of good relations between people of different religions or lawful beliefs;
 - providing a supportive and inclusive environment to staff of all religions or lawful beliefs.

- 1.4 The aim of the University is to remove barriers to the working environment and/or policies, procedures and processes, which could disadvantage staff from different religions or beliefs.
- 1.5 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff and Recruitment & Selection Guidelines.

2.0 Purpose

- 2.1 The purpose of this Code of Practice is:
- to raise the awareness of the University's staff about religion or belief issues and their responsibilities under the Equality Act 2010;
 - provide guidance to managers to ensure that staff from different religions or beliefs are supported in their work activity at the University;

3.0 Scope

- 3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.
- 3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :
- Students
 - individuals undertaking work experience on placements
 - members of the public
 - service users

- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

- 4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities, which are detailed in Section 5.0.
- 4.2 Staff are encouraged to disclose their religion or belief and staff can update their personal circumstances online via 'MyView' accessible via the UEA Portal or in writing to Human Resources. See *Briefing Note 17 – Disclosing your Religion or Belief* for further information about the disclosure process and why it is beneficial to do so.
- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination related to religion or belief.
- 4.4 All staff have a responsibility to ensure that all members of the University community are treated with dignity and respect.
- 4.5 The University provides an environment where academic debate can take place in respect of religion, belief and non-belief. Staff must respect the freedom individuals have to express their beliefs or non-beliefs. However, where the beliefs expressed constitute harassment or go beyond what the University accepts as reasonable, as detailed in the *Code of Practice Relating to Freedom of Speech and Activities, Events and Meetings* in line with the

Human Rights Act 1998, “..., the University does not regard the right to freedom of speech as unfettered and asserts its right to prohibit or to place special conditions on activities, events or meetings (“activity” or “activities”) where it is appropriate to do so”. See the UEA Code of Practice for Staff: *Dignity and Respect in the Workplace* for dealing with unacceptable behaviour.

- 4.6 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff from different religious groups and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager’s attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as

referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.

6.0 The Legislation – Equality Act 2010

6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010 and the provisions relating to positive action in recruitment and the public sector duty came into effect on 1 April 2011.

6.2 The Act consolidated the many equality and anti-discrimination laws into a single Act covering nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including Caste)¹
- Religion or belief
- Sex
- Sexual orientation

6.3 The Equality and Human Rights Commission indicates that “religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a similar religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system”.²

¹ Current case law also means that race in the Equality Act can also pertain to caste.

² Source: Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/religion-or-belief-discrimination>

6.4 The Act states that you must not be discriminated against because:

- You are (or are not) of a particular religion.
- You hold (or do not hold) a particular philosophical belief.
- Someone thinks you are of a particular religion or hold a particular belief.
This is known as discrimination by perception.
- You are connected to someone who has a religion or belief. This is known as discrimination by association.

6.5 The Equality and Human Rights Commission explains the Acts meaning of philosophical belief as *“a philosophical belief must be genuinely held and more than an opinion. It must be cogent, serious and apply to an important aspect of human life”* and *“that a belief must also be worthy of respect in a democratic society and not affect other people’s fundamental rights”*.³

6.6 The Act makes it unlawful to discriminate on the grounds of religion or belief. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of their religion or belief.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who are of a particular religion or belief.

³ Source: Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/religion-or-belief-discrimination>

- **Harassment** is unwanted conduct related to a person's religion or belief that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of religion or belief related discrimination.

6.6 Please refer to Briefing Note 18 – Different Types of Religious or Belief Discrimination for examples of discrimination in the workplace.

6.7 For further information on how to deal with religious hate incidents and hate crime please refer to Briefing Note 19 – How to deal with Religious Hate Incidents and Crime.

7.0 Monitoring and Review

- 7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.
- 7.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment from differing religious groups and take positive action where appropriate to ensure that its policy on religion or belief is fully implemented.
- 7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.

- 7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.
- 7.5 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These indicators will be reported to the Equality & Diversity Committee on an annual basis. These will include as a minimum a religion or belief profile for staff employed at the University.

It is possible that future monitoring will include:

- Applicants for and those obtaining employment
- Applicants for and those receiving training
- Applicants for and those completing probation and obtaining promotion and awards
- Staff being appraised
- Staff whose attendance at work is being measured through the sickness absence guidelines
- Staff whose performance is being measured through the formal capability process
- Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
- Staff leaving the University

UEA Equality & Diversity Committee – approval date	30 October 2017
Equality Impact Assessment undertaken	Yes
Last Review Date	October 2022
Next Review Date	October 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice for staff – Religion or Belief



CODE OF PRACTICE FOR STAFF: SEX EQUALITY

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of sex and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s Equality & Diversity Strategy and the Equality & Diversity Code of Practice for Staff, which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their sex; and, to not unlawfully discriminate against employees, job applicants and trainees because of their sex.
- 1.4 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff and Recruitment & Selection Guidelines.

2.0 Purpose

- 2.1 The purpose of this Code of Practice is:

- to raise the awareness of the University's staff about sex equality issues and their responsibilities under the Equality Act 2010;
- provide guidance to managers to ensure that all staff irrespective of their sex are supported in their work activity at the University;

3.0 Scope

3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.

- 4.2 Staff are encouraged to disclose their sex and staff can update their personal circumstances online via the UEA Portal or in writing to Human Resources.
See Briefing Note 13 – Disclosing your Gender for further information.
- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination due to their sex.
- 4.4 All staff have a responsibility to ensure that all members of the University community irrespective of their sex are treated with dignity and respect.
- 4.5 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.
- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff of different sex and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.

- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.
- 5.5 Managers can seek advice from Human Resources on managing and supporting staff.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010.
- 6.2 The Act consolidated the many equality and anti-discrimination laws, including the Employment Equality (Age) Regulations 2006, into a single Act covering nine protected characteristics:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including Caste¹)
 - Religion or belief
 - Sex
 - Sexual orientation

¹ Current case law also means that race in the Equality Act can also pertain to caste.

6.2 The Equality Act 2010 defines sex as:

- A male or female of any age
- A group of people either men/ or boys, or women or girls

6.3 Gender reassignment or sexual orientation are covered separately under the Act under the protected characteristics of gender reassignment and sexual orientation.

6.4 The Equality and Human Rights Commission² explains that the Act makes it unlawful to discriminate on the grounds of sex because:

- You are (or are not) a particular sex;
- Someone thinks that you are the opposite sex. This is known as discrimination by perception;
- You are connected to someone of a particular sex. This is known as discrimination by association.

6.5 Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of their sex.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to staff of both sexes has the effect of disadvantaging a particular group of individuals because of their sex.
- **Discrimination by association** is direct discrimination and occurs where an individual is treated less favourably because they associate with another individual of a specific sex.

² Source: The Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/sex-discrimination>

- **Discrimination by perception** is direct discrimination and occurs where an individual is treated less favourably because they are perceived to be of a particular sex. The individual does not need to be of that particular sex.
- **Harassment** is unwanted conduct related to a person's sex that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. This can be defined as 'unwanted conduct' related to sex; 'unwanted conduct' of a sexual nature; or less favourable treatment because they have refused to put up with sexual harassment.
- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of sex related discrimination.

6.6 Please refer to Briefing Note 22 – Different Types of Sex Discrimination for examples of discrimination in the workplace.

6.7 For further information on how to deal with sexual harassment and sexual assault related incidents and crime please refer to *Briefing Note 33 – Sexual Harassment and Assault*.

7.0 Monitoring and Review

7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

- 7.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment of different sexes and take positive action where appropriate to ensure that its policy on sex equality is fully implemented.
- 7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.
- 7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.
- 7.5 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These indicators will be reported to the Equality & Diversity Committee on an annual basis. These will include as a minimum a sex equality profile for:
- Staff employed at the University
 - Applicants for and those obtaining employment
 - Applicants for and those receiving training
 - Applicants for and those completing probation and obtaining promotion and awards
 - Staff being appraised
 - Staff whose attendance at work is being measured through the sickness absence guidelines
 - Staff whose performance is being measured through the formal capability process
 - Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
 - Staff leaving the University

UEA Equality & Diversity Committee – approval date	30 October 2017
Equality Impact Assessment undertaken	Yes
Last Review Date	October 2022
Next Review Date	October 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice for Staff - Sex Equality



CODE OF PRACTICE FOR STAFF: SEXUAL ORIENTATION

1.0 Introduction

- 1.1 The University of East Anglia, referred to as “the University” throughout this document, has developed this revised Code of Practice to demonstrate the steps that will be taken to ensure equality in respect of sexual orientation and to ensure its compliance with the Equality Act 2010.
- 1.2 This Code of Practice is underpinned by the University’s Equality & Diversity Strategy and the Equality & Diversity Code of Practice for Staff, which can be accessed on the Human Resources Division’s intranet sites.
- 1.3 The University is an international and multicultural community which values and encourages diversity. The University is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment to all staff irrespective of their sexual orientation; and, to not unlawfully discriminate against employees, job applicants and trainees because of their sexuality.
- 1.4 This Code of Practice should be read in conjunction with other key University documents, including but not limited to the Equality & Diversity Code of Practice for Staff and Recruitment & Selection Guidelines.

2.0 Purpose

2.1 The purpose of this Code of Practice is:

- to raise the awareness of the University's staff about sexual orientation issues and their responsibilities under the Equality Act 2010;
- provide guidance to managers to ensure that all staff irrespective of their sexuality are supported in their work activity at the University;

3.0 Scope

3.1 This Code of Practice applies to all staff employed by the University, individuals registered on UEA's staffing registers, individuals holding honorary and/or secondment contracts, individuals undertaking work experience and self-employed individuals.

3.2 The University also expects the following groups to behave in a manner which complies with the expectations set out for staff :

- Students
- individuals undertaking work experience on placements
- members of the public
- service users
- individuals employed by other organisations (such as recruitment agencies, Consortiums and Partnerships)
- suppliers and contractors.

4.0 Responsibility of all staff

4.1 All staff are required to comply with this Code of Practice and with the relevant legal requirements. Anyone with responsibility for managing staff has additional responsibilities which are detailed in Section 5.0.

- 4.2 Staff are encouraged to disclose their sexual orientation and staff can update their personal circumstances online via the UEA Portal or in writing to Human Resources. See Briefing Note 13 – Disclosing your Sexual Orientation for further information.
- 4.3 Staff should consider making their manager and/or Human Resources Manager aware of issues related to their personal circumstances, particularly where this relates to their wellbeing, health and safety in the workplace or a practice that could result in unlawful discrimination due to their sexual orientation.
- 4.4 All staff have a responsibility to ensure that all members of the University community irrespective of their sexual orientation are treated with dignity and respect.
- 4.5 The Vice-Chancellor and Executive Team requires all staff to complete the online Equality and Diversity training module that can be accessed via the Equality & Diversity, Human Resources and CSED webpages; and to re-complete a refresher every two years.

5.0 Responsibility of all managers

- 5.1 All individuals with management and supervisory responsibility are responsible for the implementation of this Code of Practice within their Service, Faculty, School, Department, Office areas.
- 5.2 Managers need to be aware of their responsibilities under this Code of Practice and under the Equality Act 2010 and ensure that they are carried out appropriately.

- 5.3 Managers must take steps to ensure that policies, procedures and practices in their areas of responsibility do not have an adverse impact for staff of differing sexual orientation and to assess whether the cause of this different outcome might constitute unjustifiable discrimination.
- 5.4 Where inappropriate behaviour is brought to a manager's attention, the manager is responsible for taking appropriate action. This includes addressing the behaviour of individuals not employed by the University as referred to in paragraph 3.2 of this document. Managers can seek advice and support from Human Resources in dealing with such matters.
- 5.5 Managers can seek advice from Human Resources on managing and supporting LGBT staff.

6.0 The Legislation – Equality Act 2010

- 6.1 The main provisions of the Equality Act 2010, referred to as “the Act” throughout this document, came into force on 1 October 2010.
- 6.2 The Act consolidated the many equality and anti-discrimination laws, including the Employment Equality (Age) Regulations 2006, into a single Act covering nine protected characteristics:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including Caste)
 - Religion or belief
 - Sex
 - Sexual orientation

6.2 The Equality Act 2010 defines sexual orientation as a person's sexual orientation towards:

- Persons of the same sex (that is, the person is a gay man or a lesbian)
- Persons of the opposite sex (that is, the person is heterosexual)
- Persons of either sex (that is, the person is bisexual)

6.3 The Act makes it unlawful to discriminate on the grounds of sexual orientation. Acts of discrimination can occur in a number of ways, which include:

- **Direct discrimination** where an individual is treated less favourably than another individual because of their sexual orientation.
- **Indirect discrimination** occurs where a condition, rule, policy or practice that is applied equally to everyone has the effect of disadvantaging a particular group of individuals who has a particular sexual orientation group.
- **Discrimination by association** is direct discrimination and occurs where an individual is treated less favourably because they associate with another individual who has a specific sexual orientation.
- **Discrimination by perception** is direct discrimination and occurs where an individual is treated less favourably because they are perceived to have a particular sexual orientation. The individual does not need to be of that particular sexual orientation.
- **Harassment** is unwanted conduct related to a person's sexual orientation that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

- **Victimisation** happens when an individual is treated less favourably because they have made or supported a complaint of sexual orientation related discrimination.

6.5 Please refer to Briefing Note 15 – Different Types of Sexual Orientation Discrimination for examples of discrimination in the workplace.

6.6 For further information on how to deal with sexual orientation hate incidents and hate crime please refer to Briefing Note 16 – How to deal with Sexual Orientation related Hate Incidents and Crime.

7.0 Monitoring and Review

7.1 The Human Resources Division, on behalf of the University, is responsible for monitoring and reviewing the implementation of this Code of Practice to ensure its effectiveness.

7.2 The University will continue to monitor and review the impact of its policies, procedures and practices on staff and applicants for employment from differing age groups and take positive action where appropriate to ensure that its policy on age is fully implemented.

7.3 Such action will include the provision of training and awareness, particularly for key staff groups where monitoring indicates that an area of policy, procedure or practice requires revision.

7.4 The Human Resources Division will monitor the completion rates for the Equality & Diversity module and provide a regular report to the Equality & Diversity Committee.

7.5 The University will develop and keep under review indicators of the impact of its policies and practices in employment and the provisions of other services. These indicators will be reported to the Equality & Diversity Committee on an annual basis. These will include as a minimum an age profile for:

- Staff employed at the University
- Applicants for and those obtaining employment
- Applicants for and those receiving training
- Applicants for and those completing probation and obtaining promotion and awards
- Staff being appraised
- Staff whose attendance at work is being measured through the sickness absence guidelines
- Staff whose performance is being measured through the formal capability process
- Staff involved in formal disciplinary and grievance processes (including the outcome of said processes)
- Staff leaving the University

UEA Equality & Diversity Committee – approval date	9 May 2017
Equality Impact Assessment undertaken	Yes
Last Review Date	October 2022
Next Review Date	October 2024
Author	S Forder - Human Resources Division
Document Ref.	UEA Code of Practice for Staff - Sexual Orientation



Domestic Abuse Policy

Scope

This policy applies to all students currently registered at the University and all staff who experience domestic abuse, including domestic violence, and the staff who are called upon to respond to incidents. If a report involves a member of staff or a student, then the University will take action as appropriate.

Policy Statement

1. Policy statement and purpose

1.1 Everyone has the right to work, live and study in a safe, respectful and inclusive environment, and at the University of East Anglia, we are committed to ensuring that the campus is a welcoming and supportive place for all students and staff. The University does not tolerate any form of domestic abuse, sexual violence, stalking, coercive control, honour-based abuse and forced marriage. Individuals do not have to tolerate such inappropriate and unacceptable behaviour nor should they believe that it is their fault. The University recognises that the responsibility for domestic abuse lies with the perpetrator.

1.2 The University is aware that there are students and staff who will be affected by domestic abuse, either currently or historically, for instance a survivor of domestic abuse, living with domestic abuse, impacted by domestic abuse or as a perpetrator of domestic abuse. As such, the University is working to reduce the risks related to domestic abuse and create a safer studying and working environment for all.

1.3 The University is committed to enabling students and staff to disclose that they are experiencing, or have experienced, domestic abuse, coercive control, sexual violence, stalking, honour-based abuse and/or forced marriage.

1.4 The University is committed to providing students and staff who make any such disclosure with support, wherever possible, in a confidential manner.

1.5 In accordance with the [UEA Code of Practice for staff – Dignity and Respect in the Workplace](#), and for students [General Regulations - University Governance - About \(uea.ac.uk\)](#), and [University Disciplinary and Investigative Procedures and Powers - About \(uea.ac.uk\)](#) and [Safeguarding \(uea.ac.uk\)](#) UEA will thoroughly investigate all reports of inappropriate behaviour and conduct and will take appropriate action to address the situation that is proportionate to each case in line with the relevant University policy and procedure. In rare cases, this may involve the University taking action in accordance with its safeguarding obligations even if the person making the allegation does not want the University to do so. However, in such a situation the University will consider the position extremely carefully before coming to a decision.

2. Definitions

2.1 The Domestic Abuse Act 2021 creates a statutory definition of domestic abuse based on the existing cross-government definition.

2.2 Abusive behaviour consists of physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, or psychological, emotional, or other abuse. (Economic abuse is behaviour that has a substantial adverse effect on your ability to acquire or use money, goods, or services, such as taking your earnings or sabotaging a job).

2.3 Domestic Abuse may be a course of conduct or a single incident and what makes it domestic is that the persons involved must be 'personally connected'.

2.4 The Domestic Abuse Act 2021 defines domestic abuse as affecting those aged 16 years or over. Those aged under 16 would instead be considered victims of child abuse. The Children Act 1989 which relates to all those under the age of 18, recognises witnessing harm to another as a form of harm to a child. The University hosts children on school visits and other events and it has enrolled students aged 16 or 17. The University will comply with its safeguarding obligations in relation to all children and where there is a conflict between the University's policies and its statutory safeguarding obligations, the latter will prevail.

2.5 'Personally connected' is defined in the act as parties who:

- are married to each other
- are civil partners of each other
- have agreed to marry one another (whether or not the agreement has been terminated)
- have entered into a civil partnership agreement (whether or not the agreement has been terminated)
- are or have been in an intimate personal relationship with each other
- have, or there has been a time when they each have had, a parental relationship in relation to the same child
- are relatives (this is a defined list)

2.6 Domestic abuse is not restricted to women and can affect individuals of all genders and sex.

2.7 Examples of domestic abuse

The following extract from P Morgan, Family Law (OUP 2021) provides examples of domestic abuse:

- Physical abuse may include kicking, punching, slapping, dragging, pinning, or pinching the victim; scratching or biting; scalding or burning

them; and choking or strangling them. Violence may be used or threatened towards other family members and pets. Physical abuse may also involve controlling access to food; withholding or forcing medication or drugs; and female genital mutilation.

- Sexual abuse may involve rape or other forced sexual activities, exceeding or ignoring the limits of the victim's consent. It can involve forced prostitution or sexual exploitation; using sexually degrading language or forcing the victim to watch or make pornography; revenge porn (the release to others of intimate photographs of the victim); rough sex contrary to the victim's consent; and tricking or forcing the victim into having unsafe sex. This can include refusing or sabotaging contraception or lying about using contraception or having a clean bill of sexual health.
- Violent or threatening behaviour may include threats to property or to the life or safety of the victim or someone they care for, including pets. The abuser may threaten to harm themselves if the victim leaves or say that the victim will not be able to see their children again if they leave. They may send harassing or abusive messages or encourage others to do so.
- Controlling or coercive behaviour occurs when one person engages in a range of acts designed to make the victim dependent on them or subordinate and regulates their day-to-day life. These can include economically abusive acts that deprive the victim of the financial or practical means of escape, isolate them from sources of support, or exploit the victim in financial or other ways. It may involve behaviour such as controlling where the victim goes, who they see, using spyware to monitor their whereabouts; reading their emails or text messages; controlling how they dress, and forbidding them from doing certain things or leaving the house without the perpetrator; or removing their passport or other essential documents. The perpetrator may use threats,

humiliation, punishment, or intimidation as well as or instead of physical violence to ensure compliance. The perpetrator may also force the victim to engage in criminal acts such as shoplifting and use the fear of prosecution as a way of enforcing compliance.

- Economic abuse is defined in s1(4) of the Act as 'behaviour that has a substantial adverse effect on [the victim's] ability to acquire, use or maintain money or other property, or obtain goods or services. Specific acts of economic abuse may involve taking or hiding money; putting assets into their name only; interfering with the victim's ability to work or acting in a way that gets them into trouble at work; refusing access to necessities; using the victim's credit or causing them debt; and requiring them to account for every purchase.
- Psychological and emotional abuse may involve humiliating or criticising the victim; verbally abusing them; criticising them; threatening to keep or take their children from them if the victim leaves; threatening to commit suicide if the victim leaves; threatening to 'out' them if they are gay; behaving jealously or possessively; and stalking or harassing the victim online or in person.
- Forced marriage
- Honour-based violence
- Abandoning a partner in another country without the resources to return to the home country.

Governance	Detail
Policy owner	Senate
Underlying University strategy or plan	UEA Code of Practice for staff – Dignity and Respect in the Workplace , and for students General Regulations - University

	Governance - About (uea.ac.uk) , and University Disciplinary and Investigative Procedures and Powers - About (uea.ac.uk)
Underlying legislation	The Domestic Abuse Act 2021
Recommended by	Student Experience Committee, June 2023
Approved by	<i>To be approved by Senate</i>
Effective working date	<i>Immediately after Senate approval</i>
Review date(s)	August 2024
Future review date	<i>Normally 3 years, and no more than 5 years after last review</i>
Supporting regulations	UEA Code of Practice for staff – Dignity and Respect in the Workplace , and for students General Regulations - University Governance - About (uea.ac.uk) , and University Disciplinary and Investigative Procedures and Powers - About (uea.ac.uk)
Supporting operational processes	The operational processes and guidance will follow once the policy is approved.
Supporting guidance for those running the process	Will be created after approval
Supporting guidance for this using the process	Will be created after approval
Enquires	Queries on this policy should be addressed to: Jane Amos, Associate Director of Student Services (Life and Learning)
Key web search terms	Domestic Abuse



Religious Observance Meeting Guidance (Staff)	
Scope	As outlined below
Process	As outlined below
Key contact	Matthew Gooch, Head of Equality, Diversity, and Inclusion

Purpose

This guidance:

1. Sets out the organisational approach for meeting organisers and to support staff fulfilling their religious commitments in respect of meeting attendance.
2. Supports our compliance with the Equality Act 2010 which prohibits direct or indirect discrimination, victimisation, and harassment on the grounds of a person's religion or belief.

Overview

3. The University is a secular institution that has a commitment to diversity. It recognises that there are a range of religious commitments represented within the University community.
4. The University is committed where reasonable and practicable to accommodating the religious commitments by its staff.

Scope

This guidance outlines to staff:

5. The approach they should take as a meeting organiser.
6. The approach which will be taken for those observing their religious commitments and the reasonable adjustments which can be requested.

Definition

7. For the purposes of this guidance, we are focussed on religious observance only.

Approach for Meeting Organisers

8. Staff organising meetings should be aware that there may be members of our community unable to attend meetings they have arranged if they coincide with their religious commitments.

9. The University approach is that staff are not expected to rearrange meetings in such instances but should consider requests for reasonable adjustments.
10. The following reasonable adjustments should be explored if a request is made by a member of staff:
 - Recording an online or hybrid meeting for the individual to view at an alternative time.
 - Allow for a deputy or nominee to attend the meeting on behalf of the individual.
 - Allow written responses to any agenda items to be submitted to the organiser to be read out and included in the meeting discussion.
 - Provide the opportunity for the individual to meet with the Chair to provide their feedback/input ahead of or after the meeting.
11. Staff should demonstrate respect in line with our values when approached around the accommodation of reasonable adjustments. This will allow us to balance supporting our staff to manage their religious commitments alongside ensuring we meet all our business needs.

Staff Observing their Religious Commitments

12. Staff regardless of their religious or similar philosophical belief, are required to work in accordance with their contract.
13. Staff should provide sufficient notice of their requirements to ensure that as far as is practicable these can be accommodated.
14. The University will facilitate the use of annual leave, or temporary adjustments to work arrangements in line with existing policies to accommodate staff requirements where practicable whilst ensuring we meet all our business needs.
15. Staff should approach their line manager in the first instance, with more complex cases being referred to the relevant HR or Associate HR Business Partner.
16. Where staff are not able to attend a meeting due to their religious commitments and they would like the reasonable adjustments outlined in point 10 to be explored, it will be their responsibility to approach the meeting organiser.
17. Staff should be aware that it may not be possible to accommodate all requests as this will be dependent on many factors including the type of meeting being arranged (i.e., confidential or time sensitive) or whether it's a face-to-face or hybrid meeting. We will also need to balance the staff requirements against our business needs.
18. Staff should demonstrate respect in line with our values if reasonable adjustments are not possible for the reasons outlined in point 17.

Further Information

19. Further information and support are available from any of the following:

- [Equality, Diversity, Inclusion and Wellbeing Team](#)
- HR or Associate HR Business Partner

Governance details	
Parent policy	Equality, Diversity, and Inclusion Code of Practice
Parent terms and conditions / regulations	N/A
Other related guidance documents	N/A
Date of last update	October 2023
Approved by	Equality, Diversity, and Inclusion Committee 16 th October 2023