

Equality, Diversity and Inclusion Procedure

Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues - Chief Operating Officer – Operations Committee
Is the Procedure for internal use only (Non- disclosable) ?	Disclosable
Associated Policy Statements:	Our Students - Chief Student Officer
Authorised Owner:	Director of HR
Authorised Co-ordinator:	Associate Director (People Services)
Effective date:	08 July 2025
Due date for full review:	08 July 2028
Related Procedures	Harassment and Bullying Procedure Disability and Neurodivergence Procedure Religious Life and Belief Procedure Trans and Gender Identity Procedure Maternity Leave Procedure Parental Leave Procedure Paternity and Partners Leave

Approval History

Version	Reason for review	Approval Route	Date
1.0	Policy out of date and migration to POPP template	Chairs' Action by COO on behalf of Operations Committee	08 July 2025

1. Purpose

At Surrey, we seek to harness fully the talents, creativity and skills that our people bring and this procedure outlines our commitment to equality, diversity and inclusion across the broader community. To achieve excellence, we recognise the value of each individual, enabling and supporting them not only to achieve their maximum potential, but also, through life-long learning, to understand their own responsibilities in creating a culture of equality. We are committed to creating an environment in which everyone is respected, treated fairly and enabled to excel in their chosen field, enriching the University experience for all.

2. Scope and Exceptions to the Procedure

This procedure applies to everyone who visits, works or studies with us and, more broadly, anyone associated with the University of Surrey. This includes staff of the University and its subsidiaries, students, contractors, visitors and alumni, regardless of race or ethnicity, sex, gender reassignment, disability, sexual orientation, age, religion or belief, pregnancy or maternity status, marriage and civil partnership status or socio-economic background. There are no exceptions to this procedure, due to equalities' legislation and good practice.

3. Definitions and Terminology

- 3.1 Equality** enables us to create a fairer environment where everyone can participate and has the opportunity to fulfil their potential. Equality is backed by the Equality Act 2010, which seeks to address unfair treatment, discrimination, harassment, and victimisation, to advance equality of opportunity, and to foster good relations between people who share a protected characteristic and those who do not. The word 'equity' is often referred to and is specifically about addressing the differences in starting points and providing the necessary support or resources to ensure everyone has a fair chance of succeeding. It's the work that needs to be done to level the playing field for everyone. This is the process of recognising and dismantling barriers that some groups face due to historical or systemic disadvantages, in order to truly achieve equality.
- 3.2 Diversity** is about recognising and valuing difference in its broadest sense. It is about creating a culture and practices that recognise, respect, value, and embrace difference for the benefit of all.
- 3.3 Inclusion** refers to an individual's experience within the workplace and wider community, and the extent to which they feel valued and included. At the University of Surrey, we remain committed to the belief that greater diversity makes the University better in performance, in culture, in staff and student relations and in brand, both as educator and employer. To this end, we will achieve equality of opportunity as we recognise and value difference and work together for inclusion.

4. Procedural Principles

4.1 Introduction

The University of Surrey is a diverse, multicultural and international community. As a member of that community all staff, students, contractors or visitors can expect to be treated with dignity and respect and in return, they will be expected to act with respect to all. As an organisation, we are committed to creating an inclusive and welcoming environment. Equality, diversity and inclusion underpins all our work and is at the heart of what we are and what we do. Our commitment is not restricted to the minimum legal requirements of equalities legislation, as we aim to deliver best practice whenever possible. The University recognises equality, diversity and inclusion in its core values which are actively supported by the Vice Chancellor, Council and Executive Board.

4.2 Commitment

The University is committed to sustaining a working, learning, cultural and social environment that is based on dignity and respect, where difference is valued and celebrated, enriching our community. We aim to ensure all staff and students are supported in being able to reach their full potential, to contribute fully and derive maximum benefit and enjoyment from their involvement in the life of the University.

To achieve this the University lays out the following basic commitments:

You can expect:

- To be treated with dignity and respect
- Not to be bullied, harassed, abused, intimidated or victimised
- To be provided with relevant support, guidance and training
- To have the right to challenge unfair decisions without prejudice

Your responsibilities are:

- To treat members of the University with dignity and respect, meeting the standards laid down in the University's Harassment and Bullying Procedure
- Not to bully, harass, abuse, intimidate or victimise others
- To ensure you have a clear understanding of related University policies

The University requires all members of our community to commit to these responsibilities, supporting and upholding them at all times. In addition, the University will comply with all relevant legislation supporting, whenever possible, best practice in areas of equality, diversity and inclusion. We will also provide support, guidance and training to the University community to facilitate the delivery of these commitments.

4.3 Responsibilities

To further the principles of equality at the University:

- All new staff must complete online training on Diversity in the Workplace, Race Equity and Anti Bias. Staff are also encouraged to undertake disability and allyship training.
- Staff on panels for recruitment, promotion, disciplinary or grievance processes must complete facilitator-led training on Anti Bias and Effective Interviewing training (normally facilitator-led training is held 'in person', however in exceptional circumstances, it is held online)
- All procedure and process owners, at every level within the University evaluate the equality implications of their policy/process and, where necessary, complete an Equality Impact Assessment (EQIA) to address structural inequalities and ensure policy and processes have a positive impact on equality.
- The University takes seriously its responsibility to secure and promote freedom of speech within the law, equally for all members of our community including staff, students, applicants and visiting speakers (actual or invited). The University has set out in its ordinances its commitment to protect the intellectual independence of academic staff to question and test received views and wisdom, and to put forward new ideas and potentially controversial or unpopular opinions, without placing themselves in danger of losing their job, privileges or reducing the likelihood of them securing promotion or different roles at the University.

5. Governance Requirements

The Vice-Chancellor, supported by the University's Executive Board, is responsible for ensuring this procedure is implemented and monitored. Ultimately, University Council (Governing Body) is accountable for ensuring the University complies with its legal obligations under the Equality Act, including the general duty to have due regard to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

The University's Equality, Diversity and Inclusion (EDI) Team, in consultation with relevant University committees, is responsible for developing procedure and best practice in order to support meeting the legal requirements. Any issues that are linked to this procedure statement are reported to the University's Equality, Diversity and Inclusion Forum and Executive. If you have any queries about this document or have a confidential enquiry, please contact edi@surrey.ac.uk. For EDI-related reports (anonymous and identifiable), we encourage our employees and students to use the University's Report + Support system <https://reportandsupport.surrey.ac.uk/>

5.1 Implementation: Communication Plan

This procedure is communicated through

- The University Policies and Procedures website
- SurreyNet, Surrey Staff Bulletin and via Faculty EDI Committees and HR Business Partners.
- Links in related websites including Human Resources and My Surrey
- References in the University staff induction process
- Students' Union communications

5.2 Implementation: Training Plan

Information contained in this procedure forms part of EDI training and life-long learning, which is undertaken by all staff, across a range of training programmes and using a range of methods. The EDI procedure is brought to life through key touch points during a colleague's time at the University including recruitment, onboarding, learning and development, performance reviews and promotion. The EDI procedure is also applied throughout the student journey. Students are provided with EDI training as part of their induction and within their study programmes.

5.3 Review

This procedure will be reviewed every three years. Any interim changes, such as minor title changes, which do not change the meaning of the procedure will be undertaken by the operational owner and approved by the Executive Owner via Chair's Action. Any substantial changes required that alter the meaning of the procedure will be submitted via the Operations Committee for full approval.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

The University of Surrey has a general duty, as a public authority as defined by the Equality Act 2010, to advance equality. It has three aims:

- (i) Eliminate discrimination, harassment and victimisation;
- (ii) Advance equality of opportunity;
- (iii) Foster good relations between persons who share a protected characteristic and those who do not.

The Act requires the University to have 'due regard' to these aims throughout its functions and across all protected characteristics. All members of the community share a part of this responsibility and are required to maintain a positive duty in complying with the equality legislation.

5.5 Sustainability

The **Sustainable Development Goals (SDGs)** are crucial to **Equality, Diversity, and Inclusion** work because they provide a globally recognised framework that promotes fairness, social justice, and environmental sustainability. In particular, we underpin our EDI work with the following SDGs:

- **SDG 3: Good Health and Well-Being** – working for all individuals, especially those from underrepresented or disadvantaged groups to have a healthy work-life balance and access to good mental health and wellbeing support.
- **SDG 4: Quality Education** – ensuring equal access to inclusive education and lifelong learning opportunities.
- **SDG 5: Gender Equality** - EDI work is fundamentally tied to achieving gender equality. The SDGs highlight the importance of equal rights and opportunities for all genders, with EDI efforts playing a key role in challenging gender-based discrimination and ensuring inclusive practices.
- **SDG 8: Decent Work and Economic Growth** – this is a vital aspect of EDI work, as we seek to ensure that all individuals have equal opportunities in the workforce, helping to break down barriers that prevent access to decent work and progression for marginalised communities.
- **SDG 10: Reduced Inequalities** – our work addresses inequalities in wealth, opportunities, and outcomes.
- **SDG 11: Sustainable Cities and Communities** – we focus on making our campus community and inclusive, safe, resilient, and sustainable for everyone and our broader University activity seeks to positively impact global cities and communities.
- **SDG 16: Peace, Justice, and Strong Institutions** – through promoting inclusive societies, ensuring equal access to justice, and strengthening and upholding fairness and human rights.
- **SDG 17: Partnerships for the Goals** – our work involved inclusive collaboration, and partnerships are key in ensuring that everyone is involved and engaged in driving sustainable change.

The SDGs provide a structured way to measure and ensure progress toward a more equitable and inclusive world. EDI work focuses on advancing progress towards the goals, working to dismantle barriers, reduce inequality, and promote fairness in every aspect of society.

6 Stakeholder Engagement and Equality Impact Assessment

6.1 Equality, Diversity and Inclusion: The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University's approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality Analysis is a process which examines how the impact of the policy has been considered on the diverse characteristics and needs of everyone it affects. This policy has been reviewed, and its entire purpose is to support equality, diversity and inclusion at Surrey.

6.2 Health & Safety: The University has duties under the relevant legislation to ensure the health and safety and welfare at work of all staff, students and visitors and that its operations do not expose, staff, students and visitors to risks to their health and safety. As such, the normal principles contained within the University's Health & Safety Policy will apply.

6.3 An Equality Impact Assessment was completed on 02/06/2025 and is held by the Authorised Co-ordinator.

6.4 **Stakeholder Consultation** was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Email consultation	N	30/05/25	Kelley Padley, Governance Officer
H&S	Email consultation	N	13/5/25	Matthew Purcell
Sustainability	Email consultation	N	13/5/25	Martin Wiles
Academic Freedom/Freedom of Speech	Email consultation	N	13/5/25	Abi Bradbeer
CSO: Student Success & EDI	Email consultation	N	13/5/25	Emma Rowsell Hollie Baker
Human Resources	Email consultation	N	13/5/25	Katy Huetson/Ali Orr
Students Union	Email consultation	N	13/5/25	Liam White (President)
Wellbeing and Welfare	Email consultation	N	13/5/25	Jo Bott
Purple Disability Network	Email consultation	N	13/5/25	Sarah Clements
Neurodivergent Network	Email consultation	N	13/5/25	Heather Lane
Women's Network	Email consultation	N	13/5/25	Rachel Stead/Hannah Frith
SEED Network	Email consultation	N	13/5/25	Pranay Raj Shakya
Rainbow LGBTQIA+ Network	Email consultation	N	13/5/25	Fabio Fasoli/Michael Hassell