LONDON SCHOOL OF HYGIENE 
& TROPICAL MEDICINE

EQUALITY & DIVERSITY STRATEGY

The School embraces and values the diversity of its staff and student population and seeks to promote equality as an essential element in enhancing the School’s contribution to the improvement of health worldwide.

1. THE SCHOOL’S COMMITMENT TO EQUALITY AND DIVERSITY

1.1 The School is committed to providing a working, learning and social environment which is inclusive and supportive; an environment in which the rights and dignity of all its staff, students and visitors are respected, and which is free from all forms of discrimination, (both direct and indirect), prejudice, intimidation, harassment and bullying. The School will continue to work towards achieving equality and diversity in all areas of its operations to help fulfil its mission to contribute to the improvement of health worldwide.

1.2 It is School policy not to discriminate in any of its functions on grounds of religion and belief (or non-religious beliefs), race (including colour, nationality, citizenship and/or ethnic background), political affiliation, marital or parental status, socio-economic background, sexual orientation, age, sex, gender identity or disability; in order to help create an environment which is both inclusive and supportive for the School’s staff, students and visitors. The School has procedures in place which are designed in accordance with current and good practice to ensure that staff are treated wholly on the basis of their aptitude, skills and abilities in relation to the requirements of the post. This applies to all aspects of employment including the recruitment and selection, probation, appraisal, staff development, promotion, redundancy, disciplinary or grievance procedures.

1.3 The Equality Act 2010 has streamlined existing law. It is in place to tackle inequality and prevent discrimination against people who have what is called a protected characteristic. Everyone has several of these protected characteristics which are age, disability, race, sex, pregnancy and maternity, gender reassignment, marriage or civil partnership status, religion or belief and sexual orientation. This means that everyone is protected by the Act.

2. DISCRIMINATION DEFINITIONS

2.1 Treating a person worse than someone else because they have one or more of the
above characteristics is discrimination.

2.2 **Direct discrimination:** occurs by treating a person less favourably than others because of a protected characteristic. Direct discrimination is unlawful whether it’s intentional or unintentional.

**Example:** whilst being interviewed for a post, a candidate mentions her children and the Appointment Board asks about the age of the children and the childcare arrangements that are in place for them. The Board decides not to appoint the candidate because it assumes the candidate may need to have additional time off, or different working patterns to meet the needs of her children. This is direct discrimination.

2.3 **Indirect discrimination:** occurs when the same rule or way of doing things is applied to everyone. The rule or doing things itself may not appear to have a different or worse impact on those with a particular protected characteristic but does so in reality. Indirect discrimination applies to all protected characteristics other than pregnancy and maternity.

**Example:** a requirement that all employees should have a driving licence. This would stop disabled people whose visual impairment cannot be corrected from applying and or continuing in employment. This is indirect discrimination.

2.4 **Discrimination arising from disability:** occurs when a disabled person has been treated unfavourably. This means that they have been put at a disadvantage as a consequence of their disability.

**Example:** a worker is asked to move desks to join his team in an open plan office. He needs a quiet office to work because he has difficulty concentrating in a noisy office due to his disability (which is Asperger’s syndrome). This is unfavourable treatment.

3. **HARASSMENT AND BULLYING**

3.1 **Harassment:** is unwanted conduct which has the purpose or effect of violating the dignity of another person; or creating for that person an intimidating, hostile, degrading, humiliating or offensive environment. It may be related to age, sex, race, disability, religion, sexual orientation, gender reassignment or any personal characteristic of the individual, and may be persistent or an isolated incident.

**Examples:** offensive gestures, language, gossip or jokes; insulting or
abusive behaviour or comments which can be face to face or through electronic communications

3.2 **Bullying**: may be characterised as offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

**Example**: a worker provides evidence for a colleague who has brought an Employment Tribunal claim against the organisation of discrimination on the grounds of race. When that worker applies for promotion their application is rejected even though the individual is able to show that they have all the necessary skills and experience. The manager of the individual maintains that they are a troublemaker as they had given evidence at the Tribunal and therefore should not be promoted.

3.3 Bullying and harassment are not necessarily face to face. They may also occur in written communications, electronic (e)mail, text messages and over the telephone and on networking sites.

3.4 *Any member of the School, regardless of status, who feels that they have been subjected to any degree of harassment or bullying should, in the first instance, seek guidance from the School's Code on Dignity at Work and Study.*

4. **EQUALITY & DIVERSITY LEGISLATION**

4.1 The School has a process is in place for reviewing School policies and procedures and for Equality Impact Assessments, in order to ensure that policies do not unwittingly impact adversely on different groups of staff and students.

4.3 Equality Impact Assessments are monitored by the Equality and Diversity Manager and the summaries are published online.

5. **STRATEGY IMPLEMENTATION AND DEVELOPMENT STRUCTURES**

5.1 The Equal Opportunities Committee have operational responsibility for the implementation and development of this Strategy.

5.2 The Equal Opportunities Committee is chaired by a member of the School’s Senior Management Team. Membership of the Committee is as follows:

- Secretary & Registrar
- Dean of Studies
- Head of Personnel, Pay and Pensions
- Equality and Diversity Manager
- Assistant Registrar
- Head of Staff and Educational Development
- Student Advisor
- One representative from each of the School’s recognised trade unions: UCU, UNISON and UNITE
- A Head of Unit and a non-academic or academic related representative from the 3 academic departments
- Two Co-opted Members
- A Student Representative
- Personnel Manager (Secretary)

5.3 The Committee membership aims to reflect the diversity of the School’s population. The Committee meets once a term and provides regular reports to the Staff Review Committee and Council.

5.5 The Committee’s Terms of Reference are:

- to support practical delivery of the School’s Equality and Diversity Strategy and equal Opportunities policy;
- to monitor developments in legislation and make recommendations for any necessary change required to policy and practice;
- To monitor the promotion of a learning, teaching and work environment that respects diversity and is free from discrimination;
- on an ongoing basis, to use available EO data to determine equality objectives, recommend appropriate action and monitor progress;
- to review and improve the monitoring of equal opportunities data at recruitment stage and during employment, emphasising any challenges identified;
- to review and improve the monitoring of student data including the admissions, assessment and progress of students;
- to ensure regular reports derived from the EO data are annually provided to the Staff Review Committee and the Council and publish on the School's website, and
- to ensure that equal pay reviews are undertaken every three years.

6. ROLES & RESPONSIBILITIES

The roles of the principal staff of the School with responsibility for equality and diversity are:

6.1 The Director of the School has overall responsibility for the Equality & Diversity Strategy, to ensure its effective development and implementation, in order to enhance
the School’s reputation as an employer of choice, which in turn will help the School to achieve its mission statement.

6.2 The Chair of the Equal Opportunities Committee, assisted by members of the Committee is responsible for the day to day implementation, assessment and development of the Equality & Diversity Strategy.

6.3 The School’s Heads of Faculty and Heads of Department are responsible for ensuring that equality and diversity issues underpin the functions of their respective Departments and Units.

6.4 The Head of Personnel, Pay and Pensions is responsible for building equality and diversity into all personnel policies, practices and procedures and ensuring that such policies, practices and procedures are operated fairly.

6.5 The Head of Registry Services is responsible for taking forward equality and diversity in relation to students, ensuring inclusiveness and support for students.

6.6 The Head of Staff and Educational Development will provide the relevant equality and diversity training, and ensure equality of access to all courses provided by the Staff Development Programme.

6.7 The Dean of Studies is responsible for streamlining equality and diversity issues into the relevant aspects of the teaching and training programmes.

6.8 The School’s recognised Trade Unions are responsible for helping to promote equality and diversity through out the School.

6.9 The Equality and Diversity Manager is responsible for developing and updating the School’s equality and diversity policies and providing advice and support to disabled staff members.

6.10 The Student Advisor is responsible for providing advice and support to disabled students as part of their remit.

7. RESPONSIBILITIES OF STAFF, STUDENTS & VISITORS

7.1 All members of staff, students and visitors to the School will be required to abide by this Equality and Diversity Strategy.

7.2 Members of staff occupying senior or managerial positions within the School or staff whose responsibilities involve recruitment and selection will need to be aware of this Strategy and the supporting policy documents.

7.3 Each member of the School, regardless of status, whether staff, student or visitor, is expected to act in accordance with this Strategy, to help work towards creating a supportive and inclusive environment. Individuals can contribute by adhering to the following guidelines:
at all times, through the different aspects of the individual’s role, actively seek to promote the equality of opportunity of others;

seek not to discriminate in the recruitment and selection process, and
discourage other staff, students or visitors in the practice of unfair discrimination, harassment and bullying.

8. DIVERSITY & EQUALITY MONITORING

8.1 The School collects data for equality and diversity monitoring purposes. The data collected will be analysed to monitor the effectiveness of the Strategy. Data collection already takes place, in terms of gender, race and disability, in respect of:

- student admissions;
- student pass/failure rates;
- student transfer between courses;
- student drop-out rate;
- students involved in grievance and disciplinary procedures;
- all aspects of the staff recruitment process; from receipt of applications to confirmation of appointment;
- staff in post by department, grade, and full/part-time basis;
- staff who undertake training courses through the Staff Development Programme;
- staff applications to the bi-annual Staff Review Committee for promotion and additional increments, and subsequent outcomes;
- staff involved in grievance and disciplinary procedures, and
- staff who leave the employment of the School

8.2 The results of the equality and diversity monitoring will be published annually, and summary statistics will be provided to Council. Monitoring is being expanded to cover sexual orientation, and religion and belief starting with the online application process and analysis of age statistics. The take up of family friendly policies is also monitored by gender and published in the Athena SWAN application.

9. METHODS OF CONFIRMING & ASSESSING PROGRESS OF THE EQUALITY & DIVERSITY STRATEGY

9.1 The results from the collection of diversity and equality data will be analysed by the Equal Opportunities Committee to assess the effectiveness of this Strategy.

9.2 The data may identify areas that need to be developed to help meet the School’s commitment to equality and diversity. For example, by assessing the employment status with regard to staff with specific protected characteristics, identifying existing policies and procedures which require change or development, identifying training needs and any trends that maybe highlighted as a result of the monitoring.

10. INTEGRATION OF EQUALITY & DIVERSITY INTO THE SCHOOL’S
FUNCTIONS

10.1 The School is committed to providing a working, learning and social environment which is both supportive and inclusive and to ensure that this commitment is achieved, equality and diversity will be integrated into the School’s activities.

10.2 Equality Impact Assessments anticipate the consequences of policies and procedures on different groups of staff and students. With the aim, as far as possible, to eliminate or minimise any negative consequences and ensure the opportunity for promoting equality is maximised. Equality Impact Assessments will be undertaken by senior managers on new and existing polices and cover all of the protected characteristics identified under the Equality Act.

11. EQUALITY & DIVERSITY POLICIES & PROCEDURES

11.1 The School already has a number of equality and diversity policies and procedures in place, as indicated below and these will be increased as and when necessary.

- Race Equality Policy
- Disability Statement
- Disability Equality Scheme
- Gender Equality Scheme
- Flexible Working Policy
- Recruitment and Selection Guidelines
- Maternity Leave
- Paternity Leave Procedures
- Carer Leave Procedures
- Compassionate Leave Procedures
- Parental Leave Procedures
- Code on Dignity at Work and Study

12. EQUALITY & DIVERSITY ACTION PLAN

12.1 An action plan has been devised to support the implementation of the Equality and Diversity Strategy. The original action plan contained points of action identified in the report from the Equality Challenge Unit which visited the School in October 2002 and the Equal Opportunities Section of the Human Resource Strategy. These points of action, alongside other areas identified, form the basis of the action plan which has been updated to reflect progress.

12.2 The progress and effectiveness of the Equality and Diversity Action Plan will be overseen by the Equal Opportunities Committee. The Action Plan is attached at Annex A.

13. ACTION TAKEN SO FAR . . .

- the Equal Opportunities Committee established, first meeting 27 May
2002;

- launch of the School’s Race Equality Policy and Action Plan May 2003;
- launch of the School’s Gender equality Scheme and Action Plan April 2007, revision of the Scheme and Action Plan April 2010;
- review of Flexible Working Arrangements;
- the appointment of a full time Equality and Diversity Manager based in Personnel in 2009;
- the appointment of a Student Advisor in 2009 with a remit covering the provision of advice and support to disabled students;
- updating of all family friendly policies in 2010;
- Introduction of a policy for Supporting Disabled Staff at Work;
- Application for an Athena SWAN Bronze Award in 2011, and
- Launch of a new code on Dignity at Work and Study in 2011

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<th>Activity</th>
<th>Responsibility</th>
<th>Expected Completion Date</th>
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<tbody>
<tr>
<td><strong>Launch of the School's Equality &amp; Diversity Strategy</strong>: the launch of</td>
<td>The Director, Chair of the Equal Opportunities Committee</td>
<td>Achieved Summer 2006, updated 2010 and to be revised in 2012</td>
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<td>the strategy incorporated into the Director's Speech and copies of the</td>
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<td>Strategy will be sent to all staff and students.</td>
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<td><strong>Developing Effective Communication</strong></td>
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<td><strong>Communication of the Strategy &amp; Policy Statement</strong>: the policy</td>
<td>Head of Personnel, Pay and Pensions, the Deputy Head of Personnel, Pay and</td>
<td>Achieved and ongoing</td>
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<td>statement will be sent all those applying for jobs and seeking admission</td>
<td>Pensions, Personnel Manager</td>
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<td>to study at the School. The Strategy Document and Policy Statement will</td>
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<td>be incorporated into staff induction packs and will be published on the</td>
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<td>intranet and the internet when pages are updated in 2012.</td>
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<td>**Develop a system for communication of the Strategy and equality and</td>
<td>Equal Opportunities Committee, Equality and Diversity Manager</td>
<td>Achieved Summer 2006, to be revised in 2012 when the new Internet pages are in</td>
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<td>diversity issues on a regular basis**: develop an equality and diversity</td>
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<td>operation work so as to make more user friendly and to expand the information</td>
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<td>webpage on the Intranet to act as a central reference point. Contents</td>
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<td>provided</td>
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<td>to include: mechanisms for implementation of equality and diversity</td>
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<td>issues; access to the relevant policies, procedures and practices, and</td>
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<td>general information about equality and diversity issues with links to</td>
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<td>external sites.</td>
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<td>**Staff and students to be given an opportunity to contribute to the</td>
<td>Equality and Diversity Manager</td>
<td>Achieved and ongoing, staff and students included in revisions of Disability and</td>
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<td>equality and diversity discussion**: there will be different ways in</td>
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<td>Gender Schemes and will be included in revision of</td>
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<td>which the School's population can contribute to the discussion;</td>
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<td>School-wide consultation exercises, trade union consultation, and</td>
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<td>approaching different groups within the School requesting input.</td>
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Examples were the review of the School’s Disability Equality Scheme and the Gender Equality Scheme.

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<td><strong>Publishing outcomes of diversity monitoring</strong>: results of the diversity monitoring will be analysed and any appropriate areas will be highlighted for action. This will include the setting of diversity objectives by April 2012.</td>
<td>Equal Opportunities Committee</td>
<td>Employment Equality Data published annually</td>
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<td><strong>Developing Equality &amp; Diversity</strong></td>
<td>Chair, Equal Opportunities Committee</td>
<td>School equality objectives will be published April 2012.</td>
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<td><strong>Reporting of the Strategy</strong>: a report will be submitted to the Staff Review Committee and to Council outlining the progress made against the Action Plan to establish the progress being made towards creating an inclusive and supportive environment. This will be part of reports of the work of the EOC.</td>
<td>Head of Staff and Educational Development</td>
<td>Annual report to Council.</td>
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<td><strong>Staff Development</strong>: to run course on equality and diversity and cultural awareness and to modify courses to incorporate equality and diversity issues where appropriate.</td>
<td>Head of Staff and Educational Development</td>
<td>Achieved 2007 and ongoing. Attendance is monitored and courses updated.</td>
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<td>To ensure that all new staff complete the online equality and diversity training</td>
<td>Equal Opportunities Committee</td>
<td>Monitored regularly to ensure that new staff undertake the training course. Equal opportunities Committee</td>
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<td><strong>Mainstreaming Equality &amp; Diversity into School operations:</strong> the Equal Opportunities Committee to ensure that a procedure is in place for Equality Impact Assessments throughout the School and to monitor progress</td>
<td>Equal Opportunities Committee</td>
<td>Process in operation and reviewed so as to cover all of the protected characteristics in the Equality Act</td>
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<td>Senior Managers</td>
<td>EIA’s ongoing – Summaries published by the Equality and Diversity Manager</td>
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<td>Chair of Equal Opportunities Committee</td>
<td>School wide application for Bronze level submitted in Nov 2011. Faculty teams being set up for Silver Faculty applications in 2012</td>
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<td><strong>Athena SWAN:</strong> apply for Athena SWAN awards</td>
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