

Equality, Diversity and Inclusion Policy

Responsibility for Process:	LiverpoolSU Senior Leadership Team
Approved by:	Trustee Board
Date of last review:	October 2017
Date of next review:	October 2019

Scope:

This policy covers all staff, students, trustees, student volunteers, prospective employees, volunteers, contract workers, agency workers, work experience or placements and former employees of LiverpoolSU. In particular, the policy covers persons who share one or more of the nine protected characteristics identified in the Equality Act 2010:

- Age
- Disability
- Gender identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation

Statement of policy:


LiverpoolSU believes an effectively implemented Equality, Diversity and Inclusion Policy will help us to:


- Provide an environment conducive to the promotion of fair and equal opportunities to all of our people
- Ensure fair treatment for all current and future members of staff
- Ensure fair treatment for students
- Get the best out of our current and future staff team
- Improve employment practices and staff morale
- Attract, develop and retain the best people who are key to the achievement of our strategic objectives
- Avoid unlawful or unfair discrimination

LiverpoolSU is as a membership organisation, employer and service provider and we are fully committed to recognising and supporting equality, diversity and inclusion.

LiverpoolSU are committed to equality of opportunity for everyone and believes that the diversity of the students union is paramount to our future success. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equality, diversity and inclusion policy. Breaches of this policy will lead to disciplinary proceedings and, if appropriate, disciplinary action (please see disciplinary policy for further information).

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The aim of the policy is to ensure no job applicant, employee or student is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, pregnancy or maternity, gender identity, ex-offender, age or disability.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available to all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors upon commencement of any services outlining them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or student feels under threat or intimidated.

LiverpoolSU is committed to ensuring that all of our services are available and accessible to current and potential users and will ensure that the range and quality of services provided are appropriate and sensitive to the needs of all of our stakeholders

Equal Opportunities and you

Equal opportunities impose rights and responsibilities for everyone and everyone has a right to fair and dignified treatment. This means that no-one will be discriminated against nor harassed. Everyone has an obligation to ensure fair and dignified treatment. The contribution of everyone will be valued and everyone will be treated purely on their merits. Everyone must act fairly, within LiverpoolSU's policy and the law. Failure to do so may lead to disciplinary action.

LiverpoolSU's Equality, Diversity and Inclusion Policy is issued to all members of staff upon commencement and any job applicants.

Recruitment and Selection

The recruitment and selection process is crucially important to any equality, diversity and inclusion policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.


We welcome contact from applicants with regards to making reasonable adjustments during the recruitment process and will do our best to ensure that we can make any arrangements to aid the recruitment and selection process.

LiverpoolSU believes that it is in everyone's best interests to ensure that the experience, talents and skills available throughout this organisation are considered when employment or development opportunities arise.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework of this policy.

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Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a vital test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Training and development:

All employees will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

Monitoring:

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.


Monitoring may involve:-


- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

**The Chief Executive reserves the right to amend this document at any time should the need arise.*

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