



## **John Moores Students' Union**

### **Equity, Diversity, & Inclusion (EDI) Policy**

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## 1. General Statement of Policy

John Moores Students' Union (JMSU) is committed to being a safe place for every student, staff member, and volunteer regardless of their background or identity. Our core values emphasise equity, diversity, and inclusion (EDI) for all; therefore, this policy reinforces our commitment to an inclusive working environment, community, policies, practices, and activities.

Students are at the heart of our mission, and we want to champion their voices, celebrate the diversity of our student body, and strive for greater equality of opportunity for all. Our ambition is to create a student community that is welcoming, diverse, and inclusive.

JMSU goes beyond legal obligations, aiming to foster an environment where both students and staff feel confident and comfortable to be their authentic selves. At JMSU we ensure that our policies, practices, and activities promote inclusivity, granting every student member, staff, and volunteer a sense of belonging and equality of opportunity.

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

This policy also extends to online communication concerning John Moores Students' Union members and staff, including communication by text, email, and instant messages which are made through social media accounts.

## 2. Scope

This policy covers all staff, student members, trustees, volunteers, work experience, or placements. In particular, the policy covers persons who share one or more of the nine protected characteristics identified in the Equality Act 2010:

- Age
- Disability
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race/Ethnicity
- Religion or belief

This policy also covers the persons who fall into groups that are not formally recognised by the law but are otherwise disadvantaged or underrepresented in higher education and wider society; this includes but is not limited to the following groups.

- Care experienced.
- Estranged from parents.
- First in the family
- Parents and/or carers
- Refugees/Asylum Seekers

## 3. Aims & Objectives

3.1. JMSU believes an effectively implemented Equity, Diversity and Inclusion Policy will help us to:

- i. Foster and maintain an environment in which John Moore's Student's Union members, volunteers and staff understand the implications of unacceptable behaviour when involved in John Moore's Students' Union activity.
- ii. Support all John Moore's Union staff, officers, volunteers, members who have been subjected to harassment, bullying, discrimination, or violence.
- iii. Ensure fair treatment for all current and future members of staff.
- iv. Ensure fair treatment for students and volunteers.
- v. Get the best out of our current and future staff team.
- vi. Improve employment practices and staff morale.
- vi. Attract, develop, and retain the best people who are key to the achievement of our strategic objectives.
- vii. Avoid unlawful or unfair discrimination, harassment, or abuse.
- viii. Enforce a zero-tolerance approach to addressing incidents of hate, sexual harassment, discrimination, violence, and/or harassment via our Dignity & Respect at Work and Disciplinary Procedures.
- ix. Uphold JMSU's commitment to LJMU Respect Always Charter, ensuring that LJMU is a place where everyone can be themselves and is respected for being who they are.

## 4. Definitions

- 4.1. The definitions are provided to support understanding of this policy. This list is not exhaustive, and if a behaviour or situation is not explicitly covered here, it will still be addressed in line with the principles and spirit of this policy.
- 4.2. Definitions used in this policy are informed by guidance from the Equality and Human Rights Commission (EHRC), ACAS, Advance HE, and relevant UK legislation including the Equality Act 2010, Domestic Abuse Act 2021, and Anti-social Behaviour, Crime and Policing Act 2014.
- 4.3. Please refer to a list of Definitions in **Appendix A**.

## 5. Responsibilities

### 5.1. All staff, student members, and volunteers are responsible for:

- i. ensuring they do not discriminate in their day-to-day activities or encourage others to do so.
- ii. ensuring they do not victimise, harass, or intimidate other individuals or groups on the basis of their protected characteristics and/or other characteristics mentioned in the scope of this policy above.
- iii. ensuring that no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic and/or other characteristics mentioned above
- iv. making reasonable adjustments to ensure that services, student groups, events, activities, trips, and published material are accessible to all.
- v. ensuring the use of lawful and inclusive language that respects all individuals in published materials and on work-related social media and websites.
- vi. exercising caution and good judgement when using social media, avoiding the use of images or language that may be inflammatory, discriminatory, or which may constitute bullying or harassment.
- vii. reporting to the relevant JMSU staff if they become aware of any discriminatory practice in accordance with our Code of Conduct and Disciplinary byelaw.

### 5.2. Trustees, Senior Leadership Team, and Managers are responsible for:

- i. Ensuring that all staff and student members are aware of the Equity, Diversity and Inclusion Policy and the procedures for making a complaint.
- ii. Equity and Inclusion is taken into consideration when policies, strategies, projects, and procedures are developed, ensuring that they promote inclusion and equality of opportunity for both staff and students.
- iii. Procedures are in place for fair appointment, promotion, and development of staff.
- iv. Managers and staff are provided with and attend relevant equity and inclusion training that creates awareness and helps them in providing a more equitable and inclusive services and practices.

## **6. Recruitment & Selection**

- 6.1. We will endeavour to create a working environment that is truly representative of all sections of society and our student body, and for each staff member to feel respected and valued. This will be supported through appropriate training and our recruitment and selection processes.
- 6.2. We encourage applications from under-represented groups and design our recruitment and selection practices to remove potential barriers.
- 6.3. We encourage contact from applicants with regards to making reasonable adjustments during the recruitment process and will endeavour to make arrangements to aid the recruitment and selection process.
- 6.4. We will ensure that this 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.
- 6.5. Where there is an identified need, we will take positive action to address under-represented groups to reduce barriers to employment at JMSU.
- 6.6. Please refer to the JMSU Recruitment and Selection policy for further details.

## **7. Support & Wellbeing**

- 7.1. JMSU are committed to creating a working environment that supports and promotes wellbeing, as this is inextricably linked to inclusion and belonging.
- 7.2. Therefore, Individual health and wellbeing plans are available to all Core Staff and Officers. Staff's personal circumstances are considered for example, disability, menopause, and caring responsibilities, so that reasonable adjustments can be made, and individual support needs are addressed; ensuring staff feel respected as an individual and can be their authentic selves.
- 7.3. JMSU Staff can refer to relevant HR policies for further details.
- 7.4. Student members are able to access JMSU Advice Service and LJMU Student Advice Wellbeing Team Services for further support regarding their wellbeing.

## **8. Safe Space**

- 8.1. JMSU is committed to creating and maintaining safe and inclusive spaces across all areas of union life. This means encouraging open and respectful discussion while ensuring that no individual feels marginalised or

unsafe. The principles outlined here are supported by further guidance in **Appendix B**, which offers practical steps for students, staff, and visitors to uphold these values during JMSU activities and events.

- 8.2. JMSU will review this guidance annually, informed by feedback and incident trends, to ensure it remains effective, inclusive, and aligned with the Higher Education (Freedom of Speech) Act 2023 and the Equality Act 2010.

## **9. Learning & Development**

- 9.1. JMSU is committed to ensuring all student members, staff and volunteers have equality of opportunity when undertaking or completing any professional development or training, this may include taking positive action to address inequalities.
- 9.2. JMSU will also ensure appropriate reasonable adjustments are made so that all staff, student members, and volunteers can access and participate in relevant training opportunities.
- 9.3. All staff, student members, and volunteers will receive a copy of this policy to ensure that they are aware of its contents and provisions.
- 9.4. All staff will demonstrate commitment to the continuous development of their understanding by attending the range of Diversity and Inclusion training activities requested. This includes but is not restricted to, completion of the mandatory online training module 'EDI in the Workplace' every 2 years to ensure that they are fully aware of their responsibilities.

## **10. Data & Monitoring**

- 10.1. JMSU will collect, store, and monitor equality and diversity data from job applicants, our student members, (where our data sharing agreement with LJMU permits), and JMSU staff. We will collect data on the following protected characteristics:
  - i. Age
  - ii. Disability
  - iii. Sex
  - iv. Gender identity
  - v. Ethnicity
  - vi. Religion or belief
  - vii. Sexual orientation
- 10.2. This will help inform activities and interventions to improve the equality of opportunity for students, staff, and job applicants.
- 10.3. 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, staff, and students.

## **11. Third Party Accountability**

- 11.1. JMSU takes all reasonable steps to protect staff, students, and visitors from harassment or discrimination by third parties, in line with the Worker Protection (Amendment of Equality Act 2010) Act 2023. We expect all external partners, suppliers, and collaborators to uphold the standards set out in this Equity, Diversity and Inclusion Policy.

- 11.2. Any concerns about inappropriate conduct by a third party should be reported promptly to a JMSU staff member so that appropriate action can be taken and, where necessary, escalated through relevant procedures.

## **12. Reporting**

- 12.1. JMSU will support anyone who experiences or witnesses' unacceptable behaviour which may fall under any form of prejudice or discrimination in the definitions and will treat all reports we receive with the utmost seriousness.
- 12.2. Reporting procedures for staff, students, volunteers, and third parties are outlined in **Appendix C**.

## **13. Inspection & Audit Review**

- 13.1. JMSU will continue to review the effectiveness of this policy to ensure it is achieving its objectives. This will be actioned through a variety of different mechanisms including but not limited to monitoring equality and diversity data of job applicants, staff, student members, and election candidates, gaining regular feedback from staff and students, and monitoring complaints related to equity and inclusion.
- 13.2. A full review of the policy will be conducted every 3 years to evaluate its overall effectiveness. However, this timeframe may be adjusted as needed to reflect any significant changes in legislation or regulatory requirements.

## **14. Breaches of the Policy**

- 14.1. Breaches of this policy will be dealt with in line with the JMSU Code of Conduct and Disciplinaries Byelaw, Dignity & Respect at Work, and JMSU Disciplinary Process and Procedure.

## **15. Related Policies**

- 18.1. This policy should be read in conjunction with:
- a) Personal, Life Events and Special Leave Policy
  - b) Employee Disability and Access Policy
  - c) Flexible and Homeworking Policy .pdf
  - d) Dignity & Respect at Work Policy
  - e) JMSU Activities Policy
  - f) JMSU Volunteering Policy
  - g) JMSU Safe Space Policy
  - h) JMSU Code of Conduct, Complaints & Disciplinaries Byelaw
  - i) JMSU Recruitment Selection Policy
  - j) JMSU Learning & Development Policy
  - k) JMSU Disciplinary Policy & Procedure

- 18.2. This is not an exhaustive list and key JMSU Policies can be found at [Our Rules & Policies @ Liverpool John Moores University Students' Union](#)

## **16. Appendix A - Definitions**

The following definitions are provided to support understanding of this policy. This list is not exhaustive, and if a behaviour or situation is not explicitly covered here, it will still be addressed in line with the principles and spirit of this policy.

Term	Definition
Abuse	Emotional or physical behaviour which intentionally harms or injures another person, often to gain control over them.
Anti-social behaviour	Acts which cause harm, distress, or discomfort to an individual, a group, a community, or an environment.
Bullying	Offensive, intimidating, or malicious behaviour which can be physical, verbal, and non-verbal (e.g. via text or social media).
Equity	The term "equity" refers to fairness and justice, acknowledging that we do not all start from the same place. It requires adjustments to address imbalances.
Diversity	Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability, religious beliefs, national origin, and political beliefs.
Direct Discrimination	When someone is put at a disadvantage or treated less favourably because of a 'protected characteristic'.
Indirect Discrimination	When a policy or rule is the same for everyone but has a worse effect on someone because of a 'protected characteristic'.
Harassment	Unwanted behaviour that is offensive or makes someone feel distressed, degraded or intimidated.
Hate Crime	Crime motivated by prejudice based on race, religion, sexual orientation, disability, or transgender identity.
Inclusion	Refers to an environment where everyone feels respected and valued, with equal opportunities, regardless of their background or identity.
Belonging	The feeling of security and support when there is a sense of acceptance and inclusion.
Racism	The belief that someone is inferior because of their colour, ethnicity, nationality, or race, leading to discrimination.
Sexual Harassment	Unwelcome behaviour of a sexual nature which could include sexual comments, jokes, touching, or advances without consent, and sexual assault.
Violence	Behaviour involving physical force intended to hurt, damage, or kill a person or animal.
Homophobia	Homophobia encompasses a range of negative attitudes and feelings toward homosexuality or people who identify or are perceived as being lesbian, gay, or bisexual.
Transphobia	Transphobia is the fear or dislike of someone based on the fact that they are or are perceived of as trans or trans allies. It can take place through words or actions, expressing itself as harassment or hatred or in discriminatory practices and behaviours.
Refugee	A refugee is a person who has fled their own country because they are at risk of serious human rights violations and persecution there. The risks to their safety and life were so great that they felt they had no choice but to leave and seek safety outside their country because their own government cannot or will not protect them from those dangers. Refugees have a right to international protection.
Asylum Seeker	An asylum seeker is a person who has left their country and is seeking protection from persecution and serious human rights violations in another country, but who hasn't yet been legally recognized as a refugee and is waiting to receive a decision on their asylum claim. Seeking asylum is a human right. This means everyone should be allowed to enter another country to seek asylum.

## 17. Appendix B – Safe Space Guidance



This guidance supports JMSU's commitment to creating spaces where all members of our community can participate fully, feel respected, and express themselves freely within the law. It provides practical advice on how students, staff, and visitors can help uphold our shared values of equity, diversity, inclusion, and respectful dialogue.

### Principles of a Safe and Inclusive Space

- **Respect:** Treat everyone with dignity, regardless of background, belief, or opinion.
- **Inclusion:** Actively welcome and involve others; avoid behaviours or language that exclude or stereotype.
- **Openness:** Encourage healthy debate and discussion while recognising that lived experiences differ.
- **Accountability:** Take responsibility for your words and actions and be willing to apologise and learn if harm occurs.
- **Safety:** Support others who feel uncomfortable or targeted and report inappropriate behaviour when you see it.

### Expectations of Behaviour

All participants in JMSU spaces (on campus, online, or at external events) are expected to:

1. Listen actively and allow others to contribute.
2. Challenge ideas, not individuals.
3. Avoid offensive, discriminatory, or intimidating language or behaviour.
4. Respect event guidelines, moderators, and time limits.
5. Recognise that "safe space" means freedom from harassment, not freedom from disagreement.

### If You Experience or Witness Harmful Behaviour

- **In the moment:** Tell a JMSU staff member, event organiser, or student leader if you feel unsafe or see inappropriate conduct.
- **Afterwards:** You can report incidents via [studentsunion@ljmu.ac.uk](mailto:studentsunion@ljmu.ac.uk) or through LJMU's online reporting tools.
- Reports will be handled sensitively, in line with JMSU's EDI Policy, Code of Conduct, and Data Protection standards.
- JMSU may take proportionate action, including mediation, investigation, or referral through formal procedures if required.

### Supporting Each Other

- Speak up respectfully if you notice exclusion or discriminatory comments.
- Offer support to anyone affected—listening can make a difference.
- Remember that everyone learns differently; approach conversations with empathy and curiosity.

## 18. Appendix C - Reporting Procedures

The following routes are available for reporting any incident of discrimination, harassment, or inappropriate behaviour:

#### Student, Volunteers, & Third Party

- Report via our complaint procedure detailed here: [JMSU Code of Conduct, Complaints & Disciplinary Byelaw](#)

#### JMSU Staff

- Report via our Dignity & Respect at Work Policy here: [Dignity & Respect at Work Policy](#)

**External via LJMU**

- Students and Staff can also use the [LJMU Report and Support Tool](#), to report any incidents of harassment or discrimination.

**In an emergency**

- Please contact emergency services to report an incident or if you are in immediate danger on 999.
- Where someone is being aggressive or threatening, you can call the University's Security team on 0151 231 2222, you can also seek refuge at the Student Life Building or the Security Lodge in Byrom Street.