

# EQUITY, DIVERSITY AND INCLUSION POLICY

<b>Version</b>	4.0
<b>Effective date</b>	September 2024
<b>Date for review</b>	August 2025
<b>Policy owner</b>	Head of Quality
<b>Reference points</b>	<p>Equalities Act (2010) Office for Students Guidance on EDI: <a href="https://www.officeforstudents.org.uk/about/how-we-are-run/equality-and-diversity/">https://www.officeforstudents.org.uk/about/how-we-are-run/equality-and-diversity/</a> QAA Guidance on EDI: <a href="https://www.qaa.ac.uk/membership/collaborative-enhancement-projects/equality-diversity-and-inclusion">https://www.qaa.ac.uk/membership/collaborative-enhancement-projects/equality-diversity-and-inclusion</a> Universities UK Guidance on EDI: <a href="https://www.universitiesuk.ac.uk/topics/equality-diversity-and-inclusion">https://www.universitiesuk.ac.uk/topics/equality-diversity-and-inclusion</a></p>
<b>Audience/handling notes</b>	Institutional, Staff, Students, External, Public
<b>Dissemination and implementation plan</b>	<p>This is a public statement, published on NHAM's website and reviewed annually.</p> <p>Academy staff receive training on this statement and it is referenced in the staff handbook, students are made aware of this statement in the student handbook and at induction.</p> <p>The Chief Executive is responsible for the dissemination and implementation of this plan as part of institutional-wide policy to promote EDI at all levels of NHAM.</p>
<b>Linked Policies, Procedures and Forms</b>	Staff Handbook, Student Handbook, Student Code of Conduct, Staff Code of Conduct, Student Disciplinary (Policy), Staff Disciplinary (Policy), Admissions (Policy), Bullying & Harassment (Policy), Sexual Misconduct (Policy), Safeguarding (Policy), Student Complaints & Grievance (Policy), Staff Complaints & Grievance (Policy).
<b>Date approved</b>	September 2024

## 1 Introduction

<b>EQUITY</b>	Providing access, opportunities and resources for all to thrive and achieve an equal outcome, especially for those who have been historically disadvantaged, marginalised and under-represented.
<b>DIVERSITY</b>	Recognising, respecting and valuing people's differences.
<b>INCLUSION</b>	Where everyone feels that they belong, are welcomed, valued and respected for who they are and are able to participate and achieve their full potential.

The Notting Hill Academy of Music (NHAM) aims to be a welcoming and inclusive environment that is truly representative of our rich, creative and diverse society. We aim to maintain an environment where



each student and employee feels respected, included, heard and can achieve their potential. We actively promote Equity, Diversity, and Inclusivity.

We commit to creating an Academy where:

- All staff and students are included.
- The individual differences and the contributions of all our staff and students are recognized, championed and valued.
- Every employee and student is entitled to a working and studying environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Learning, development, and progression opportunities are available to all staff.
- Equity, diversity, and inclusivity is promoted as good management practice.
- We review all our employment practices and procedures to ensure fairness.
- Breaches of our equity, diversity and inclusivity policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the entire senior leadership team.

## 2 Equity and Diversity

We recognise that the provisions of the Equality Act are a primary driver of diversity in education and employment. We acknowledge that the rights it confers are built on decades of democratic action to ensure that people are not excluded from services such as education and opportunities such as employment. We aim for full compliance with Act.

At NHAM we value diversity and the creativity it brings to our community (of NHAM students and staff). We celebrate difference and we wish to maintain an academic community comprised of local, national and global creative talent.

We oppose unlawful discrimination and victimisation. It is the aim of the Academy to ensure that no student, employee, or job applicant receives less favourable treatment (either directly or indirectly) based on age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, learning and development or any other benefit will be based on aptitude, ability and potential.

All employees will be helped, encouraged, and supported to develop their full potential and the talents and resources of the workforce. We will take 'Positive Action' within the meaning of the Act when we identify an opportunity to address under representation in our workforce.

Our staff and students will not discriminate directly or indirectly, or harass customers, clients, other students or other employees because of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation in the provision of the Academy goods and services.

Furthermore, we uphold our Public Sector Equality Duty (PSED) to:

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Foster good relations between people who share a protected characteristic and those who do not.
- In support of this we will set out annually in our EDI reporting for students and for staff our plans for



giving effect to our PSED through including ongoing diversity monitoring against established targets. We will also seek to appropriately assess and mitigate the equality impact of our decision making to ensure that we function in accordance with our PSED.

### **3 Promoting inclusion**

We recognise that diversity does not automatically lead to inclusivity.

We accept that creating a community where every individual feels that they belong at NHAM is an ongoing and active process of rethinking how we operate in order to create a better shared understanding how we can best maximise our potential at NHAM.

We commit to maintaining an ongoing programme of inclusion work based on relevant strategic themes to ensure that our work on is relevant and focused on NHAM's cultural context.

We will maintain an ongoing learning programme of learning and development on the theme of inclusion.

### **4 Responsibility of the Governance Committee**

The Governance Committee of the Academy holds ultimate responsibility for the implementation of this policy and for meeting the obligations under the Equality Act 2010. The Governance Committee will consider annually:

- the information published under this policy
- the steps which have been taken to act upon any such information or otherwise to promote equality of opportunity or tackle all forms of discrimination
- any proposals made by staff and students relevant to the review of this policy.

Following such consideration, the Governance Committee may:

- make additional recommendations in relation to any further steps which are considered desirable in view of the Academy's duties to promote equality of opportunity or tackle all forms of discrimination; and
- review and amend this policy.

### **5 Responsibility of Management, Staff and Students**

The responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices.

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive and Line Managers who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy Equality, Diversity and Inclusion are discussed as part of Performance Management. Staff can take advantage of L&D opportunities in this area.
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
- proper records are maintained and reports kept.

All members of staff should:



- understand, promote and embrace equality, diversity and inclusion as a core competence and undertake Learning and Development in this area if a need is identified;
- comply with the policy and arrangements; not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass, or intimidate other staff / students or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
- inform their manager if they become aware of any discriminatory practice.

Equity, Diversity and Inclusivity information will form part of the staff and student induction programmes. Learning and Development opportunities will be provided to managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist learning and development as necessary.

## 6 Enforcement, Monitoring and Review

The Academy deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

The system will aim to involve the routine collection and analysis of information on employees by age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, grade and length of service in current grade. Information regarding the number of staff who declare themselves disabled will also be maintained.

There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to learning and development opportunities affect equal opportunities for all groups.

NHAM will maintain information on staff who have been involved in cases covered by certain key policies including Disciplinary, Grievance and Bullying and Harassment.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that the Academy, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Academy, then an action plan will be developed to address these issues.

This policy will be monitored by the Governance Committee and reviewed annually.

## 7 Grievances/Discipline

Students and employees have a right to pursue a complaint concerning discrimination or victimisation via the Academy Staff and Student Complaints & Grievance Policies or Harassment & Bullying Policy. Discrimination and victimisation will be treated as disciplinary offences, and they will be dealt with under the Staff and Student Disciplinary Procedures.

Students have a right to pursue a complaint concerning discrimination or victimisation via the Academy Bullying & Harassment Policy and Procedures. Such offences are deemed serious and will be dealt with in accordance with the Student Code of Conduct and Students Complaints Policy.