

J. 19-4 A Motion for the adoption of an Equality and Diversity Policy by the Students' Association.

Owner: Ciara McCumiskey
In Effect From: Immediately
Review Date: 19 February 2019

Councils Notes:

1. The Students' Association address issues regard equality and diversity though the existing Equal Opportunities Committee
2. The Students' Association has many practices striving for the highest levels of equality and diversity
3. These practices are explained across many documents such as the Students' Association Laws and the Students' Association's Constitution.
4. The University of St Andrews has a specific Equality and Diversity Inclusion Policy (2011).
5. The University requested of a previous Director of Wellbeing that we, the Students' Association, have a policy in line with their own. The current Director of Wellbeing believed that would be beneficial.

Councils Believes:

1. That equality and diversity are of the utmost importance within all activities conducted by the Students' Association.
2. That the Students' Association already conducts its business with the spirit of achieving the highest levels of equality and diversity.
3. That the current policies and practices are hard to find as they are spread between many documents.
4. That this is not a radical step, as this policy currently only codifies our current practises and would not require an update to any of our procedures thus far.
5. That having one policy codifying all which we already do would be beneficial to the Students' Association.
6. That having one policy codifying all which we already do would make it easier for it to be improved in the future.
7. That having one policy codifying all which we already do would minimise uncertainty and would give clear signposts when it comes to conducted future business by any member under the Students' Association.

Councils Resolves:

1. To adopt the proposed Equality and Diversity Policy.
2. To review said policy once yearly or when any supporting documents are updated, whichever occurs first.
3. To recommend that the Students' Association Board adopts this policy and ensures its enforcement in all business conducted on behalf of the Students' Association.
4. For the Equal Opportunities Committee and the Director of Wellbeing to aid in the enforcement of this policy.

Proposed:

Ciara McCumiskey, *Member for Widening Access and Participation.*

Seconded:

Zelda Kotyk, *Association LGBT+ Officer*
Courtney Aitken, *Postgraduate Development Officer*
Morgan Morris, *Association Community Relations Officer*
Nicholas Farrer, *Director of Wellbeing*

University of St Andrews Students' Association

Equality & Diversity Policy.

Contents:

1. Introduction
2. Equality Statement
3. Commitment to Equality
4. Responsibilities and Commitment
5. Complaints of Discrimination or Harassment
6. Staffing
7. Supporting Policies & Guidance
8. Review

Appendices:

University of St Andrews Students' Association Constitution (2011)

University of St Andrews Students' Association Laws

- Chapter Twenty-seven: Equal Opportunities, pages 121-124

University of St Andrews Students' Association 'Zero Tolerance to Harassment and Bullying Policy'

University of St Andrews Students' Association Strategic Plan 2017-2020

University of St Andrews Students' Association Complaints Procedure

University of St Andrews Students' Association Board - Governance, Nominations, and Staffing

Subcommittee 'Terms of Reference'

University of St Andrews Equality and Diversity Inclusion Policy (2011)

1. Introduction

This policy codifies the spirit and practise of numerous documents and programmes that exist within the University of St Andrews Students' Association and inherits aspects from the University of St Andrews Equality and Diversity Inclusion Policy.

This document borrows from the following - which are all added as appendices:

- University of St Andrews Students' Association Constitution (2011)
- University of St Andrews Students' Association Laws
 - Chapter Twenty-seven: Equal Opportunities, pages 121-124
- University of St Andrews Students' Association 'Zero Tolerance to Harassment and Bullying Policy'
- University of St Andrews Students' Association Strategic Plan 2017-2020
- University of St Andrews Students' Association Complaints Procedure
- University of St Andrews Students' Association Board - Governance, Nominations, and Staffing Subcommittee 'Terms of Reference'
- University of St Andrews Equality and Diversity Inclusion Policy (2011)

This policy highlights our commitment and dedication to ensuring that all members, staff and visitors of the Students' Association have an experience free from discrimination and prejudice. Our practises currently celebrate the diversity of the student body and we will continue to promote

an inclusive and progressive environment for students to develop into well-rounded and fulfilled individuals

2. Equality Statement

The University of St Andrews Students' Association is fully committed to achieving the highest standards of equality so as to provide for a more open, safe and accessible environment which allows all students to not only celebrate their diversity but also promote unity through areas of increased understanding and awareness.

In addition to being compliant with the equality laws; public duties; and Human Rights Acts (Universal and European), the Association also supports diversity and promotes equality of opportunity and employs our own 'Zero Tolerance to Harassment and Bullying Policy' which protects all members, visitors and staff from harassment regardless of their:

- 'Protected Characteristic' (Single Equality Act)
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil partnership
 - Pregnancy and Maternity (including Paternity)
 - Race (colour, ethnicity or national background)
 - Religion or Belief (including non-belief)
 - Sex/Gender
 - Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependents
- Transgender and non-binary individuals
- Family planning decisions
- Socio-economic background/grouping
- Unrelated spent convictions

The Equality & Diversity Policy outlines the Students' Association's dedication and responsibility to promote, internally and externally, inclusive environments, free from discrimination, for all members, staff, and visitors.

3. Commitment to Equality

The Students' Association strives to ensure that equality is embedded into all areas of its operations. Initiatives to support the embedding process are facilitated by the Equal Opportunities Committee, the Governance, Nominations, and Staffing Subcommittee of the Student's Association Board, the Human Resources Manager/Education Advocate, and the Director of Wellbeing.

4. Responsibilities and Commitment

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with the Students' Association (e.g. members, staff and visitors).

Individuals and affiliated societies must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

The law stipulates that, any member of the Students' Association community found to be responsible for inciting, perpetrating or colluding with harassment may face disciplinary action as per our duties as a licensed premises, a charity and an employer.

Members of the Association, including staff, elected officers and volunteers, have a responsibility to adhere to this statement and apply it in their day to day activities. The specific responsibilities in relation to this statement as follows:

4.1 The Students Association Board is ultimately responsible for ensuring that the Students' Association fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure the commitments within this statement are fulfilled.

4.2 The Equal Opportunities Committee and Director of Wellbeing have a duty to address representational concerns of all students with motions to the Students Representative Council and Joint Councils, host an array of education and social events, and to collaborate with other subcommittees of the St Andrews Students' Association. All of these are conducted to ensure that the Students' Association works to achieve the highest standards of equality in all of its activities.

4.3 The Human Resources Manager/Education Advocate is responsible for implementation of the statement with respect to staff and also for implementation of related policies and procedures. The Human Resources Manager/Education Advocate will also ensure that all staff receive appropriate equality and diversity inclusion training.

4.5 Presidents of subcommittees/societies have a responsibility to raise the profile of the policy within their subcommittees/societies and ensure that all members are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their subcommittee/society.

4.5 All members have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of the Students' Association will be taken very seriously and may result in disciplinary action being taken. Any reports will be treated with sensitivity and discretion by staff. A person reporting harassment or bullying will be treated with dignity and respect and their report will be treated seriously.

5. Complaints of Discrimination or Harassment

5.1 If a member of the Students' Association feels that they have been treated unfairly by a member of staff and/or officers in violation of this policy, a complaint should be raised in accordance with the Students' Association ['Complaints Procedure'](#).

5.2 If a member of the Students' Association feels that they are being bullied or harassed, the complaint should be raised in accordance with the Students' Association ['Zero Tolerance to Harassment and Bullying Policy'](#).

Advice on the use of these procedures can be obtained from Your Union website or the Human Resources Manager/Education Advocate.

6. Staffing

The Governance, Nominations, and Staffing Subcommittee of the Student's Association Board ensures legal compliance and promotes good practice in human resources issues throughout the Association.

7. Supporting Policies & Guidance

The Students' Association has a range of policies and guidance that support the underlying principles of this policy. Further information can be obtained from the Human Resources Manager/Education Advocate, the Your Union webpage or the appendices of this document

8. Review

A review of this policy will be conducted every year by the Director of Wellbeing and whenever one of the documents listed as appendices are updated.

If you have any questions regarding the content of this statement or would like further information, please contact:

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Appendix 1 - University of St Andrews Students' Association Constitution (February 2011)

University of St Andrews

Students' Association Constitution

FEBRUARY 2011

Preface

The Students' Association of the University of St Andrews was formed in April 1983 by the amalgamation of two organisations:

1. The Students' Representative Council

The Students' Representative Council of the University of St Andrews was instituted in January 1885.

Under the Universities (Scotland) Act 1889, the Commissioners thereby appointed were authorised to make Ordinances, inter alia (Section 14(12)), "to lay down regulations for the constitution and functions of a Students' Representative Council in each university, and to frame regulations under which that Council shall be entitled to make representations to the University Court."

The University Commissioners, in pursuance of these powers, made an Ordinance No. 60 (General No. 22 – Regulations for the Students' Representative Council), which was approved by Her Late Majesty Queen Victoria in Council on 29th June 1895, and came into force after that date. This Ordinance provides:

1. The Students' Representative Council in each university shall submit to the University Court for approval the regulations under which it has been formed or now exists, and those regulations as approved, or with such alterations as may from time to time be approved by the University Court, shall form the Constitution of the Students' Representative Council, and shall, subject to the provisions of this Ordinance, determine the functions thereof and the mode of election thereto.
2. After the University Court has approved a Constitution of a Students' Representative Council in any university, alterations in the said Constitution shall be of no effect unless and until they receive the approval of the University Court.
3. The Students' Representative Council shall be entitled to petition the Senatus Academicus with regard to any matter affecting the teaching and discipline of the University, and the Senatus Academicus shall dispose of the matter of the petition, or shall, if so prayed, forward any such petition to the University Court with such observations as it may think fit to make thereon.
4. The Students' Representative Council shall be entitled to petition the University Court with regard to any matter affecting the students other than those falling under the immediately preceding subsection.
5. Nothing contained in this section shall be held to prejudice any right of appeal, which may be competent under Section 6, Subsection 2 of the said Act (i.e. the Universities (Scotland) Act, 1889), nor the powers and jurisdiction of the Senatus Academicus with regard to the teaching and discipline of the university.

2. The Students' Union

The Students' Union of the University of St Andrews was founded in 1892. The Women's Union was founded in 1904 and subsequently amalgamated with the Students' Union in 1963. In 1973, the Union moved to its present premises in St Mary's Place, held by the University Court as proprietors in trust.

The Union was established for the provision and maintenance of means of recreation and of such social and academic intercourse and of such services as were from time to time deemed appropriate and beneficial to its members.

CONSTITUTION

1. Organisation

The organisation formed by the amalgamation of the University of St Andrews Students' Representative Council, hereinafter referred to as "the SRC", and the Students' Union, hereinafter referred to as "the

Union", shall be known as the "University of St Andrews Students' Association", hereinafter referred to as "the Association". The Students' Representative Council and the Union Management Committee (also known as the "Union Council") shall remain in existence as constituent parts of the Association, with the Students' Association Board having overall responsibility for both.

2. Objects

The objects of the Association are founded on those of the SRC and the Union and shall be:

1. To promote the interests and coordinate the activities of the SRC, whose activities are to include, but not be limited to:

i. Providing services supporting the health and wellbeing of all members.

ii. Providing its members with educational resources about issues relevant to them.

iii. Making such representations on behalf of its members as are deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University or any other appropriate individuals or organisations.

2. To promote and develop the activities and goals of all of its affiliated clubs and societies, whose individual aims are to enhance education, culture, the arts or other recreational activities.

3. To initiate projects aimed for the benefit of its members' educational, cultural and social development.

4. To promote and maintain good relations between its members, the local community, and the wider world.

5. To support registered charities, nominated by members of the Association, through its Charities Campaign.

6. To provide its members with recreational facilities and other services which meet their needs.

3. Assets

The assets of the Association will only be used in furtherance of the objects set out in section 2.

4. Membership

1. All matriculated students with the exception of those students who have exercised their right under the 1994 Education Act not to be members shall be Ordinary Members of the Association and shall have full voting rights in all matters.

2. There shall also be Life Members, Honorary Members, Honorary Life Members, Reciprocal Members, Associate Members and Temporary Members of the Association as prescribed in the Laws of the Association (hereinafter referred to as “the Laws”). Such members shall not have voting rights.

3. Details of membership categories and conditions of membership shall be set out in the Laws.

4. The minimum number of Ordinary Members shall be 25.

5. Student Officers

1. The student officers of the Association shall be elected annually for a one-year term of office by the Ordinary Members from amongst the Ordinary Membership. The election process, the number, titles and terms of reference of the student officers shall be set out in the Laws.

2. In particular, there shall be Sabbatical Officers, each of whom shall be remunerated by the Association, and whose responsibilities shall include the coordination of all student activities within the Association.

6. Students' Association Board (SAB)

1. There shall be a Students' Association Board (hereafter “SAB”) whose voting membership shall be such as to ensure a student majority and shall comprise the Association Sabbatical Officers, three elected non-sabbatical Officers of the Association including the Association Chair, two appointees of the University Court and as many external members as shall not prejudice the student voting majority.

2. The members of the SAB shall be the Trustees of the Association as defined by the Charities and Trustee Investment (Scotland) Act 2005, and will be responsible for its governance and strategic leadership.

3. The appointees of University Court on the SAB shall serve for a three-year term, which may be renewed up to a maximum of three terms.
4. Each external member of the SAB shall be nominated by the SAB Nominations Committee and elected by the SAB for a three-year term, which may be renewable up to a maximum of three terms.
 5. The Chairperson of the SAB shall be elected annually at the first meeting of the SAB in the first semester of the academic year from among the non-student members. In the absence of the Chairperson from any meeting of the SAB, the meeting shall be chaired by a person elected from the non-student members present.
6. Casual vacancies on the SAB shall be filled in the manner in which the post was originally filled and for the unexpired period of the term of office.
7. Each member of the SAB must act at all times in the interests of the Association and with due care and diligence, ensuring that the activities of the Association are consistent with its objects and that all relevant legislative and regulatory requirements are observed.
8. A member of the SAB who has a personal interest in any transaction or other arrangement into which the Association is proposing to enter must declare that interest. He/she will recuse himself/herself from voting on any question relating to that interest which comes before the SAB.
9. When a conflict of interest arises between the Association and the University, the members who are appointees of the University Court should act as Trustees of the Association.
10. The SAB shall have the power to:
 - i. carry out any activities that further any of the objects, including anything that may be incidental or conducive to the furtherance of any of the Association's objects;
 - ii. purchase, take on lease, hire, or otherwise acquire property or rights which are suitable for the Association's activities;
 - iii. improve, manage, develop or otherwise deal with, all or part of the property and rights of the Association;
 - iv. as appropriate, sell, let, hire out, license, or otherwise dispose of, all or part of the property and rights of the Association;
 - v. borrow money, and to give security in support of any such borrowings by the Association;
 - vi. employ such staff as, in its opinion, shall be required to best achieve its objects, and ensure the proper conduct of the Association's activities, and to make reasonable provision for the payment of pension and/or other benefits for current and former members of staff;
 - vii. effect insurance of all kinds;
 - viii. invest any funds which are not immediately required for the Association's activities in such a way as may be considered appropriate;

- ix. take such steps as may be deemed appropriate for the purpose of raising funds for the Association's activities;
- x. accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them);
- xi. engage consultants and advisers as considered appropriate;
- xii. authorise any Officers or employees of the Association to undertake any of the above on its behalf.

11. Specific areas for which the Board is responsible include:

- i. compliance with all relevant legislation and regulation;
- ii. oversight of employment issues within the Association;
- iii. authorisation of capital and contractual transactions;
- iv. provision of advice to the Association on administrative and financial matters;
- v. approval of the Association's annual financial statements;
- vi. appointment of auditors and bankers;
- vii. approval of amendments to the Laws;
- viii. approval of amendments to the Constitution;
- ix. appointment of a person to conduct all necessary business with the licensing authorities and to be the Association's licensee.

12. The SAB shall be responsible for ensuring that the University Court is kept appropriately advised in respect of all those matters for which it has statutory responsibility and of other such matters as may from time to time be judged appropriate.

13. The procedure as regards SAB meetings and the creation of SAB committees shall be as follows:

- i. The SAB shall meet at least twice a semester and at other times as necessary.
- ii. For a meeting of the SAB to be quorate, there must be a majority of members present, and there must also be a student majority.
- iii. The SAB shall establish such committees as it may deem appropriate to assist it in the discharge of its duties: the membership and terms of reference of each committee shall be agreed by the SAB, and set forth in the Laws. There shall only be a valid vote in such committees if there is a student majority present, failing which the vote shall require ratification by the SAB at its next ordinary meeting.

- iv. The SAB will establish an emergency committee to take such decisions (subject to ratification at the next following ordinary meeting of the SAB) as may be necessary during University vacation periods and may also establish such working parties and *ad hoc* committees as it judges necessary.

7. Appeals & Complaints

1. Any Ordinary Member who is dissatisfied with his or her dealings with the Association, or any group of Members dissatisfied with their collective dealings with the Association, shall utilise the appeals and complaints procedure set forth in the Laws and, only after exhausting such procedures, shall have the right to appeal or complain to the University.

2. In such circumstances, the SAB shall accept the outcome of any review carried out by an independent and objective arbitrator appointed by the University, and, if the appeal or complaint is upheld, shall adopt and implement any recommendations for an effective remedy.

8. The Laws of the Association

1. The activities of the Association shall be regulated by the Laws.

2. Under the overall authority of the SAB, the Association's activities shall be managed by such elected officers, committees and sub-committees as are appropriate to meet the needs of its members and its statutory requirements. The membership and terms of reference of such officers, committees and sub-committees shall be defined in the Laws.

3. The Laws do not form part of the Constitution.

4. Amendments to the Laws shall take effect only if agreed by the SAB.

5. Amendments to the Laws may be submitted to the SAB by:

- i. any member of the SAB;
- ii. the Union Council.

9. Amendments to the Constitution

1. Amendments to the Constitution shall take effect only if agreed by the SAB.

2. Amendments to the Constitution may be submitted to the SAB by any of its members.

3. Proposed changes will be sent to the University Court for comment and ratification.

4. In the case of an irreconcilable difference between the SAB and the University Court, the members of the SAB will have ultimate authority over, and primary responsibility for, the governance of the Association.

5. Amendments to the Constitution will be made in consultation with the local Sheriff Clerk's office (as required by the relevant Licensing Acts).

10. Dissolution

1. The Association may only be dissolved if two-thirds of the SAB deem it necessary and expedient.
2. Before deciding to dissolve the Association, the SAB will determine how the surplus assets shall subsequently be disposed, but those assets must be donated to a charity or organisation sharing some or all of the objects of the Association.
3. These decisions will be subject to ratification by the Ordinary Members in a referendum; a majority of those exercising their vote in the referendum must be in favour of the proposals.

Appendix 2 - Students' Association Laws - Chapter Twenty-seven: Equal Opportunities

Chapter Twenty-Seven: Equal Opportunities

1. Mission Statement:

1.1. The mission of the St Andrews Students' Association Equal Opportunities Committee (EOC) is to achieve the highest standards of equality so as to provide for a more open, safe, and accessible environment which allows all students to not only celebrate their diversity but also promote their unity through the areas of increased understanding and awareness. We aim to do this by addressing representational concerns of all students, hosting an array of educational and social events, and collaborating with other subcommittees of the St Andrews Students' Association in order to fulfil the Association's larger aims.

1.2. As outlined in Students' Association Constitution (2011) and the University's Equality and Diversity Inclusion Policy (2011):

1.3. The promotion and advancement of any group which seeks to increase its inclusivity, diversity, fairness, impartiality, or support to those who share a protected characteristic.

1.4. Collaboration on services supporting the health and wellbeing of all students regardless of background.

1.5. The representation of all students as deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University, or any other appropriate individuals or organisations.

1.6. The initiation of projects aimed for the benefit of students educational, cultural, and social development.

2. The responsibilities described above will require the EOC to be able to flexibly respond to a changing environment.

Aims

2.1. The Students' Association will ensure that all individuals will be treated with respect and will not be subjected to unfair or unlawful discrimination in any aspect of the Association's activities or on its premises.

2.2. The Students' Association will not tolerate unfair or unlawful discrimination on any grounds. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socio-economic grouping, union activity, politics or any unrelated spent conviction.

2.3. The list in subsection 2.2 of this chapter is a guide, and is not exhaustive.

2.4. The Students' Association will promote understanding of the principles and practice of equality of opportunity and will campaign against discrimination on any of the grounds mentioned in subsection 2.2 of this chapter, or on any other grounds that constitute unfair discrimination.

2.5. The Association will take every reasonable step to ensure that its services are delivered in such a way that there is no unfair or unlawful discrimination against any individual or group and that, in the event of discrimination or alleged discrimination, steps are taken promptly to investigate and, if appropriate, apply corrective or disciplinary measures.

2.6. The Association will, on request, represent its members within the University, supporting individuals or groups as appropriate whenever cases of discrimination arise or are alleged.

2.7. The Association respects the freedom of association of individuals.

3. Actions

3.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.

3.2. A brief statement expressing the Association's commitment to equality of opportunity will be clearly printed on all documentation (advertisements, job descriptions, etc.) relating to job opportunities within the Association.

3.3. All societies active within the Association will be expected to conduct their activities in ways that are compatible with the principles and practices of this chapter.

3.4. Appropriate training to staff and student officers of the Students' Association annually to enable them to implement the Association's commitment to equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.

3.5. Any person(s) affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Students' Association and the University of St Andrews.

4. Equal Opportunities Committee Membership:

4.1. Member for Gender Equality:

4.1.1. To raise awareness regarding consent and sexual harassment and to educate all students about what constitutes harassment so as to reduce the number of cases in St Andrews and to ensure that the University remains a safe environment for all students.

4.1.2. To ensure that all differences in gender and identity are equally and adequately represented in all areas of student life.

4.1.3. To establish closer working relationships between societies and subcommittees with the common goal of promoting gender equality

4.2. Member for Age Equality:

4.2.1. To improve communications with mature students in order to foster a sense of integration into the larger student community.

4.2.2. To identify and ensure that the specific needs of mature students are met.

4.2.3. To establish institutional and community identities in order to sustain the involvement of mature students in the University.

4.2.4. To increase event engagement and access to support systems for student parents.

4.3. Member for Racial Equality:

4.3.1. To expand representation of minorities within the student body. To create platforms for dialogue regarding racial and ethnic issues.

4.3.2. To collaborate with relevant University officials in order to diversity curriculum across all schools.

4.3.3. To provide opportunities for interim (i.e. study abroad) students to engage with student life.

4.3.4. To chair a collaborative forum for cultural societies in order to collectively promote diversity and cross-cultural understanding.

4.4. Member for Students with Disabilities:

4.4.1. To strengthen the assistance provided to students with disabilities by increasing communication between all entities which provide these resources (e.g. the Students' Association, Student Services, Nightline).

4.4.2. To educate the student body about the issues facing students with disabilities in order to cultivate a culture of understanding and awareness within the University.

4.4.3. To provide more avenues of communication between the Member for Students with Disabilities and the student body.

4.5. Member for Widening Access and Participation:

4.5.1. To provide incoming students with more resources upon arrival in order to ensure that their transition into university life is without difficulty.

4.5.2. To improve the information given to prospective students regarding scholarships, bursaries, and financial aid offered by the University and to lobby for additional promotion of the University to prospective students throughout the United Kingdom

4.5.3. To coordinate the University's outreach outside of Fife with other Scottish universities so as to avoid the alienation of rival institutions while increasing the number of prospective students around the United Kingdom.

4.5.4. To bolster the presence and approachability of the Member for Widening Access and Participation in order to provide students with information regarding available resources and how best to utilise them.

4.6. Association LGBT+ Officer:

4.6.1. To ensure an environment where individuals of the LGBT+ community can freely express their opinions and concerns without fear of judgement.

4.6.2. To establish an anonymous and confidential support system that specialises in helping LGBT++ students.

4.6.3. To ease the transition into university for members of the LGBT+ community, especially those who identify as Transgender, Intersex, or Agender (TIA).

4.7. Interfaith Steering Group Carve-Up:

4.7.1. To increase the collaboration between faith societies and the Equal Opportunities Committee so that students of all faiths can practice their beliefs free from judgement or discrimination.

4.7.2. To initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

5. Forum for Life Long Learners

5.1. The Forum for Life Long Learners shall be a forum where mature students, students of 21 years of age and above, can express their views on their university experience.

5.2. The forum aims to promote communication and cooperation between mature students and the Students' Association through the

5.3. Committee:

5.3.1. Members of Committee

5.3.1.1. The SRC Member for Age Equality: Shall chair and convene the meetings. They will also be in charge of communicating the concerns raised in the forum being brought to the appropriate parties, either the Students' Association or the University.

5.3.1.2. Secretary: Shall be in charge of taking minutes during the meetings.

5.3.1.3. Treasurer: Shall be in charge of the finances for the

Forum. 5.3.1.4. Representative for Students with Children

5.3.1.5. Representative for Commuting Students

5.3.1.6. Representative for Part Time Degree Students

5.3.1.7. Representative for PhD/Masters

5.3.2. Selection process:

5.3.2.1. The Treasurer and Secretary shall be selected through an interview process.

5.3.2.2. The interview panel shall consist of: The SRC Member for Age Equality and the Director of Wellbeing.

5.4. Meetings:

5.4.1. Will convene at least once per month.

5.4.2. Calendar will be publicized in the commuters' room at the beginning of every semester.

5.4.3. Shall be open to all mature students.

Appendix 3 - Zero Tolerance to Harassment and Bullying Policy

The Student's Association shall enforce a strict zero tolerance policy to harassment and bullying, as defined below. The policy shall protect all members, visitors, and staff in all Students' Association venues.

Definition of Harassment: Unwanted verbal, non-verbal or physical behavior of any kind that is unwanted, unreasonable and offensive to the recipient and violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Types of harassment that can occur in "The Union" include but are not limited to:

- Race, ethnic origin, nationality or skin colour
 - Racial Harassment:
 - Derogatory name-calling, insults
 - Reference to skin colour
 - Racist jokes
 - Ridicule for cultural difference
 - Verbal abuse and assault.
- Gender and/or sexual orientation
 - Sexual Harassment:
 - Unwanted sexual comments (including but not limited to comments about your body or private life).
 - Unwelcome sexual invitations, innuendos, and offensive gestures.
 - Wolf whistling, catcalling or offensive sexual noises.
 - Groping, pinching or smacking of your body, such as your bottom or chest.
 - Having any item of your clothing lifted, tugged, removed or altered without your consent.
 - Someone exposing their sexual organs to you without consent.
 - Biting
 - Any other form of unwanted behaviour with a sexual or gender element
 - Sexual Orientation Harassment:
 - Homophobic jokes or remarks
 - Threats to disclose sexual orientation
 - Ridiculing civil partnerships or same-sex couples.
 - Gender Reassignment Harassment:
 - Ridiculing dress and personal appearance
 - Offensive jokes and remarks
- Religious or political convictions
 - Religion or Belief Harassment:
 - Offensive remarks and jokes, ridiculing religious beliefs, practices, and dress.
- Disabilities, illness, sensory impairments or learning difficulties
 - Disability Harassment:
 - Not recognising competencies
 - Drawing attention to disability or personal appearance
 - Jokes
 - Ignoring or focussing on a person because of their disability
- Age
 - Ageist Harassment:
 - Denigrating competencies
 - Patronising
 - Ridiculing
 - Marginalising
 - Leaving people out of social activities.
- Socioeconomic status
 - Status Harassment:
 - Patronising, ostracising or marginalising people with different social or economic backgrounds

The above list of examples is not exclusive or exhaustive; harassment can occur on the basis of any personal attribute that makes the individual different from the majority, or from the person who harasses them.

Definition of Bullying: is a form of harassment characterized by the abuse of power or position to undermine a person so that their confidence and self-esteem is weakened or destroyed. Bullying may happen in public or in private, may arise from the personal style of the bully, and attacks may be irrational, unpredictable and unfair.

The policy defines a practical plan for investigating claims of sexual harassment, a clear set of consequences for those found to be guilty of such complaints, and strategies to help each victim of harassment. It also serves as a preventative step; as a result of the policy, security guards and bar staff will be trained in how to prevent sexual assault within the Students' Association, as well as how to recognize its precursory signs. Posters, beer mats, and stickers are used to further the policy's effectiveness throughout the Students' Association.

Training

- All staff shall be trained and briefed on the policy.
- All bar and security staff shall receive a briefing on the policy and training on its operations annually during the September training session, or when they join if after September.
- Where possible, efforts will be made to ensure that all security working in the Students' Association are fully aware of the policy and its operations.

Promotion

- The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.
- The zero tolerance policy logo will be included in all events run by the Students' Association event promotional material.
- The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.

Reporting an incident

- When a customer wants to report an incident they may do so by speaking to any member of security or staff
- The staff/security member who receives the report shall pass it to the duty manager (through a supervisor if needs be).
- When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be).
- Whilst other reports coming from those who believe to be victims shall be taken very seriously, reports from other observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation.
- All reports of behaviour deemed unacceptable as stated in the definition must be logged in the incident logbook
- Students shall also have the opportunity to report incidents through emailing union@st-andrews.ac.uk

Dealing with a report

- At all times, reports alleging harassment will be treated with sensitivity and discretion by staff. A person reporting harassment or bullying will be treated with dignity and respect and their report will be treated seriously.
- On receiving a report of an incident, staff members should take any appropriate immediate action required to restore a safe environment (for example, ensuring that anyone accused of harassment or bullying is asked to leave and subsequently removed from the premises).
- Staff members should then report the incident to their supervisor or the duty manager.
- The duty manager should record details of the incident including location, time, date, names and (if relevant) matriculation numbers of those involved including witnesses, and a brief description of what occurred. The person reporting the incident should be allowed the opportunity to view this record and say whether they believe it is complete and accurate.
- If the person reporting the incident prefers to speak to another member of staff for any reason, the duty manager will arrange for another member of staff to record the incident instead.
- If the incident takes the form of a criminal offence, the Association will advise calling the police. The person reporting the incident will be supported to approach the police if necessary.
- The report of the incident will be forwarded to the Authorised Discipline Officer to be dealt with by the appropriate disciplinary process.
- Persons accused of harassment or bullying will be suspended from entry to the building pending the outcome of the disciplinary process.

Investigation and consequences

- When a report of an alleged incident is received, the Association will contact all parties (including those accused) and ask them to give their views on the incident.
- As far as possible, confidentiality will be maintained in the process. The normal expectation is that no personal details of the alleged victim will be disclosed to the person accused.
- After investigation the Authorised Discipline Officer will refer the issue for disciplinary action under the relevant procedure.
- Consequences under these procedures will include bans from the premises for any period up to and including a life ban.
- The Association reserves the right to inform the University of cases of alleged harassment or bullying where they believe there is good reason to do so.

Appendix 4 - Strategic Plan 2017-2020

Welcome

Thank you for taking the time to read our strategic plan, an outline of our priorities for the next three years. The University of St Andrews' Students' Association has consistently provided a high quality service to students, supporting a University like no other. The priorities we outline in this document are intended to ensure this level of excellence and sustained partnership continues.

As the University expands student numbers towards a total of 10,000, the work of the Students' Association to enhance the quality of the holistic student experience will become ever more crucial. The University's additional aim to have 25% of the student body consist of postgraduate students, and the challenges of appealing to and catering for an international student body in the wake of recent political upheavals will also provide both difficulties and opportunities for our Students' Association.

With a newly redeveloped building and a consistent, highly regarded level of support for students, there is no doubt that we can continue to provide the best experience possible. However, we don't just want to maintain our current performance level, we want to improve and diversify our offering to our student membership and local community. Part of ensuring this occurs includes prioritising the long term sustainability of the organization and maintaining a positive relationship with the University and the Athletic Union.

The strategies adopted over the next three years are intended to help us successfully ensure an excellent experience for every student. They will mitigate the issues which might arise from the strain of student growth upon the current organisational structures which we have in place. They also emphasise measuring and evaluating our positive characteristics, seeking to highlight and celebrate them. Moreover, we want our graduates to have a developmental student experience which allows them to become active ambassadors for positive change, both during their time with us and long after university.

Governance Framework

The trustees of the Students' Association consist of 7 students and 6 lay members. The 5 Students' Association Sabbatical Officers, the 2 Senior Officers of the SRC and SSC comprise the student majority, whilst 2 University representatives and 4 external lay members form the remainder of the Board. The General Manager, Deputy General Manager, Athletic Union President, Clerk and Secretary to Board also sit in attendance at Board meetings. The Board of Trustees is the supreme governing body of the Association. It is responsible for maintaining the financial and legal integrity of the Students' Association. It sets the annual budget and determines the long-term strategic direction of the Association. Each of the four Board subcommittees (Audit & Risk, Finance, Governance & Nominations and Staffing) are chaired by student representatives.

There are 25 members of our Student Representative Council (SRC) and 24 members of our Student Services Council (SSC), each including all 6 Sabbatical Officers and 5 Association position members. Overall there are 38 members of our Student Councils. The SRC is the legally recognized voice of the student body, whilst the SSC is responsible for supporting and leading the activities and events of the Students' Association.

Three elected representatives from each council sit on the Executive Committee with the Association Chair and 6 sabbatical officers, to create a committee of 13 members. The Executive Committee passes procedural motions, decides on areas of disagreement between the SSC and SRC and decides who receives Honorary Life Memberships.

Mission Statement

The University of St Andrews Students' Association is dedicated to delivering an excellent student experience in coordination with the University and Athletic Union. We are student-led and student-run, dedicated to promoting an inclusive and progressive environment for students to develop into well-rounded and fulfilled individuals.

We represent students on all topics, ranging from areas such as educational experience, social responsibility and student wellbeing to the University and wider community.

We deliver and facilitate student development and charitable work through our wide range of subcommittees and societies.

We provide and support a wide range of events and facilities for students that caters to a diversity of preferences and needs.

Student Development

There are three broad themes within ensuring we provide sufficient areas for student progression; how we support and train our student volunteers and staff, how we provide opportunities more generally, and how we use our existing structures to advise upon the classroom side of university life.

Development of volunteers and staff

We rely on student volunteers for a significant amount of commitment to the operation of the organisation; from box office provisions in Freshers' Week, to raising money for charity, running the technical side of events in the Union, producing theatre and cleaning up Lower College lawn after the Raisin foam fight. Student volunteers are an intrinsic part of the Students' Association and they should be recognized and supported to a level that reflects their contribution.

Both permanent and student staff also contribute above and beyond the expected levels too, working extra hours on short notice, often over especially intense periods i.e. on Freshers' Week nights.

In order to ensure that the willingness to volunteer and work for the Students' Association continues, we need to be rewarding current work and ensuring there is a high level of training and recognition offered to develop individuals.

Future work streams:

- Volunteer recognition scheme
- Providing the ENTS crew with a more rigorous and detailed training, particularly in relation to health and safety and unusual equipment
- Further training for student bar staff in first aid and cocktail making
- Mental Health training for key student volunteers and permanent staff

General student development

Providing volunteer roles through councils and our various subcommittees is a laudable process, but we should also look beyond and focus upon the skills students will need in an interview and future career. Our graduate community is and should continue to be the best ambassadors possible wherever they live and work, promoting the concept of volunteering, university education and, where appropriate, the University itself.

A focus upon employability is necessary, primarily to help students convey the level of experience and talent which they already gain through our current offering to future employers.

Future work streams:

- Continue to support and promote our Student Services Committee (SSC), the body that represents our primary volunteering activities
- A closer and more consistent relationship with the Careers Centre and a clearer understanding of which sabbatical remit is responsible for employability.
- Improve upon the recent developments in Alumni relations to create stronger and more coherent links between subcommittees and their alumni to encourage knowledge sharing, the availability of internships and career talks

Ensuring the education of students is of excellent quality Our current system of Class Representatives and School Presidents, line managed by the Director of Representation, is one of the most comprehensive and effective in the country.

Development and promotion of the support we provide to the University with regards to education is imperative; we must ensure students are aware of the current framework and that we are consistently looking to advance the system. There must be efforts made by the Director of Education in conjunction with the University to enhance the School Presidents' role within the Students' Association, by giving them greater presence within the structures of the SRC.

Future work streams:

- Conduct our own survey into how students view our system of academic representation
- Publicise our School President and Class Representative structure centrally, with particular focus upon the fact it is a Students' Association operated initiative
- Present the SRC with a paper on how the academic representation structure works annually, so they are able to recognize the positive work of their fellow students and collaborate effectively with the academic schools.

Social Responsibility

One of the primary aims of the Students' Association is to represent and further the causes and needs of the student population. A consistent characteristic of student movements everywhere is an idealism that pushes for change and improvement; not just within the institutions they interact with directly, but also those of the outside world.

This also relates to our responsibility to reflect upon our own methods of engaging the entire diversity of the student population and providing services that benefit all of them. We should also consistently be holding the University to account for their obligations in this area, whilst providing support wherever possible.

Social responsibility also refers to engagement with our local community and advancing the cause of sustainability within both our own building and the actions of students. Additionally, it implies a duty to promoting the causes of equality and student wellbeing within and outside of university life.

Future work streams:

Led by the Association President, engage intensively in a campaign to highlight the importance of E.U. and international students attending the University of St Andrews, universities in Britain generally and to oppose any further restrictions on their ability to remain in Britain upon graduation. This is particularly crucial in light of Britain's exit from the European Union.

Directly reach out to groups within the general student body who have specific needs, i.e. commuter students, mature students through the new Life Long Learner forum, students who are carers or come from a care background and postgraduate students, in a more consistent and rigorous manner

Work alongside the Student Ambassadors closely to promote Widening Access and Participation initiatives, including the outreach scheme to local high schools and the Ambassadors' summer projects in Fife

Create a stable and enduring relationship with other Scottish Student Unions/ Guilds/ Associations in order to share best practice and also to enable us to make joint statements on government policies affecting students

Ensure the distribution of bursaries by the University is as effective and accessible to students as possible

Consistently raise the issue of a lack of affordable accommodation with the University Promote subcommittee

outreach into local schools and other community activities Host Community events within the Students' Association, presenting our achievements and projects directly to the local population

Communication and Encouraging engagement

Strategic Plan 2017 - 2020

We coordinate the network of approximately 350 Academic Representatives, 38 councillors, the financial and organisational management of over 170 affiliated societies and subcommittees, and offer impartial and independent support to students through our advocacy service.

It is vital that we consistently strive to more effectively communicate student activities, events and achievements to all stakeholders, highlighting where progress has been made and where broader participation would be welcomed.

Communication between the Students' Association and the wider student body

This is the most crucial aspect of our focus upon communication, ensuring student awareness of the opportunities available to them, as well as recognizing and sharing their success.

Future work streams:

- Reports of student trustees and councillors to be regularly published online
- Student awards and achievements to be promoted to all key stakeholders
- Consistent reviews of our website to be regularly administered
- Core focus upon communicating the activity of the sabbatical officers
- Utilise publicity and events at Halls of Residences

Communication between sabbatical officers, staff members and lay trustees

Good internal communication is vital to a smoothly run organization. In order to ensure we offer students the best service possible, we aim to consistently be evaluating and improving our processes, conveying to everyone involved in the Students' Association the details of the events and projects that are being worked on. Given the annual change in teams of sabbatical officers, this must be a continuous process adhered to rigorously.

Future work streams:

- Development of a mentoring relationship between lay and student trustees
- Regular written and verbal updates on student activities to staff members and lay trustees
- Calendar of key events to be circulated at the beginning of each semester

Communication between the Students' Association and wider community
(i.e. local residents, alumni, University staff)

Our students are incredibly talented and dedicated to both their work and their extracurricular commitments; we should always be looking to ensure they are not only recognized but that any recognition is promoted outside of just the student body.

We should also encourage an ever increasing level of connectivity between our alumni, local residents, the University and the Athletic Union with the Students' Association. In order to do so, our activities and events should also be promoted to interested parties alongside our achievements.

Future work streams:

- Consistently communicate our projects, events, achievements and concerns to the local media in order to inform residents of our activities and encourage their participation or comments
- Circulate the semester calendar of key events where appropriate
- Engage with Community Council, the Tourist Board, local radio stations and news papers (including The Courier, The Citizen and In Focus)

Measuring our success

Few of our key performance indicators are quantitative, with the clearest outline of our work each year presented in our Annual Report. Outside of the National Student Survey and our finances, our progress and level of service to students must be evaluated holistically. Below are the key areas the Board of Trustees will use to assess the progress of the Students' Association.

1. National Student Survey results: from 2017 onwards, the NSS will measure the success of the Students' Association in terms of how well students felt academically represented while studying. At minimum, we aim to improve year on year in our ranking.
2. Democratic engagement: Our elections consistently record one of the highest levels of turnout in the United Kingdom. We aim to retain this performance and hope to regain the position of highest turnout.
3. Student achievements: Although the least quantifiable of the metrics we employ to measure success, our goal is to continue to develop a student body that receives both external and internal recognition at the highest level.
4. Union attendance: Comparing year on year attendance at similar events, footfall and head counts throughout the semester demonstrates the trends and changes in the usage of our building. We aim to increase the number of sell-out events whilst still appealing to a diverse range of tastes and providing a safe and open space for all, ensuring that our building is constantly busy and a welcoming student hub both day and night.
5. Utilisation of our advocacy service: Survey feedback on the service and the volume of appointments made will be used to evaluate our performance. Our objective is to increase positive feedback results, including response time and approachability, and to continuously adapt to the type and timing of student requirements.
6. Student survey results: Our annual student survey recording the opinions of our members on our communication with them is used to improve our services. The target is receive increasingly favourable feedback year on year, with innovative developments always encouraged.
7. Staff survey results: Our regular staff survey evaluating their experience within the organisation is crucial to ensuring both student and permanent staff experience personal development and enjoy their time employed by us. The objective is increasingly favourable and representative survey results.
8. Commercial sustainability: Every penny spent in the Students' Association is directed towards student activity. In order to ensure we provide a high level of service to students, we have reached a careful balance of commercial profitability and affordability. We look to maintain this balance and, as far as possible, keep any financial risk to a minimum.

9. Volunteering: Without our volunteers, the Students' Association would not be able to provide the services students are accustomed to. We'd like to maintain and increase their prominence, success and the quality of the experience for our volunteers.

10. Society Membership: Ensuring that the currently high level of participation in our societies and subcommittees continues. By measuring the percentage of student participation in our societies and encouraging that to continue or increase each year we can ensure student development outside the classroom continues.

11. Sustainability: We regularly update our Sustainability policy, and the Board of Trustees annually reviews how well the Students' Association has met the aims of our policy.

Appendix 5 - Complaints Procedure

Introduction

The Students' Association aims always to serve the interests of its members, in compliance with all relevant legal requirements and best practise, and in a spirit of equality and fairness. However, we recognise that on occasion aspects of our operations may fall short of our own expectations. This policy is intended to explain how complaints about our operations or policies can be raised and what we will do when this happens.

Scope

This policy is mainly intended for the use of members (of any category). However, any other person who wishes to raise a complaint against the Association may do so under this procedure.

Complaints may relate to any aspect of our operations or policies, including but not limited to:

- Poor or unsatisfactory service (including advice, etc.).
- Issues relating to equal opportunities or discrimination (including harassment, bullying, bias or prejudice).
- Unacceptable conduct by staff and/or officers.
- Breach of legal duties or code of practise.

Initial stage

The Association will aim to resolve complaints informally and immediately wherever possible. Members or others who have a complaint should, where possible, raise this initially with the member of staff concerned or ask to speak to that person's line manager or supervisor.

Making a formal complaint

Where the complaint can't be resolved informally to the complainant's satisfaction, or where the complainant feels for whatever reason that this route isn't appropriate, they can address a formal complaint to the HR Manager. This may be done by email (union@st-andrews.ac.uk) or in writing (Mr. Iain Cupples, c/o the Union Building, St Mary's Place, St Andrews, KY16 9UZ). Where the complaint involves the HR Manager, complainants may instead contact the General Manager, Dave Whitton, at the above address.

Complaints should state clearly the extent and nature of the issues complained about, the outcome the complainant is seeking and any actions taken to resolve the complaint so far. Complainants are advised that they should normally raise a complaint as soon as possible, as undue delay may make complaints harder to resolve.

Our actions

The HR Manager will contact the complainant within five working days to formally acknowledge receipt of the complaint.

If the HR Manager judges the complaint to be trivial or vexatious, he may write to the complainant to say so. Where the complaint relates to a matter of SRC/SSC policy or to an officer, he will pass the matter on to the President (or to the Director of Services if the complaint involves the President). Where the matter relates to a service department, he will investigate the matter further, normally by contacting the relevant Head of Department and/or any other staff involved in the complaint. At this stage he may conclude that action under another policy or procedure is appropriate (e.g. the Grievance Procedure or Staff Discipline Procedure) and if so will refer the matter to be dealt with under these. Alternatively he may believe some other action is appropriate. In any case the HR Manager will give a full response to the complaint in writing within 20 working days.

Appeals

Where the complainant remains dissatisfied after the HR Manager's response, they may appeal to the Chair of Board, c/o the address above. The Chair will review the matter and respond in writing within a further 20 working days.

Timescales

The Association reserves the right to extend the timelines contained in this procedure in the case of complex or major complaints, particularly in relation to final resolution of a complaint. We will notify the complainant where this applies. Extensions to the timeline may also apply at times such as University vacation periods. 'Working days' in this procedure covers normal Association administrative hours, that is, Monday to Friday excluding holidays.

Appendix 6 - UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION BOARD GOVERNANCE, NOMINATIONS AND STAFFING COMMITTEE - TERMS OF REFERENCE

Proposed Terms of Reference

1. Membership

The members of the Committee shall be:

- 1.1. Director of Wellbeing (*ex officio*)
- 1.2. Director of Events and Services (*ex officio*)
- 1.3. One other student trustee appointed by Board
- 1.4. Two non-student trustees appointed by Board

Others shall attend as non-voting members by invitation only. These shall include the Association President, the Association Chair and the Chair of Board.

2. Chair

- 2.1. The Chair of the committee shall be the Director of Wellbeing.
- 2.2. The Chair of the Committee shall be responsible to SAB for ensuring that the Committee meets at required intervals (at least once per semester), functions appropriately, and reports to SAB.
- 2.3. The Chair of the Committee should regularly meet with the Chair of SAB to keep apprised of matters relating to the Committee's remit.

3. Remit of the Committee

Governance and Nominations

The Committee shall:

- 3.1. Continually review the governance of the Association, in particular the effectiveness of SAB, and produce an annual report to SAB with results and recommendations as appropriate.
- 3.2. Review the register of trustees' interests and ensure this is available to be consulted by members of the Association.
- 3.3. Ensure that all trustees are qualified and receive adequate training in their role.
- 3.4. Maintain a skills analysis of current trustees, identifying skills and knowledge of trustees already on SAB and identifying skills gaps amongst trustees.
- 3.5. Oversee the recruitment of new lay trustees, identify suitable characteristics for new lay trustees, put in place procedures to advertise vacancies that arise and recommend the appointment of new trustees to SAB.
- 3.6. Receive a report on the annual student elections and comment on any governance issues that may arise.
- 3.7. Receive the strategic and operational plans of the Association and comment on any governance issues that may arise.

Staffing

The Committee shall:

- 3.8. Monitor and report on human resources and employment issues within the Association.
- 3.9. Act to ensure legal compliance and promote good practice in human resources issues throughout the Association.
- 3.10. Take steps to ensure proper planning and deployment of human resources within the Association, identifying the need for new staffing or for redeployment of staffing resources, and making appropriate recommendations to Board. As part of this process, consider new and revised job descriptions for staff roles and make recommendations concerning these to Board.
- 3.11. Ensure that the Association has appropriate policies and procedures in place in respect of staffing matters, including but not limited to procedures for staff discipline, grievances and complaints, performance management, protected disclosures, salary review, and others. Ensure these policies are reviewed on a regular basis and make appropriate recommendations to Board.
- 3.12. Review management information on staffing matters including staff surveys, equal opportunities audits etc. and make recommendations to SAB based on these reviews.

4. Meetings

- 4.1. At the end of each academic year, the Chair of the Committee shall circulate a schedule of regular Committee meetings for the forthcoming academic year.
- 4.2. The Committee shall additionally meet as required to complete its proposed annual work programme.
- 4.3. The quorum necessary for the transaction of business shall be three members

5. Authority of the Committee

The Committee shall have the authority to:

- 5.1. Seek any information it requires from any trustee, officer, or employee of the Association in order to perform its duties.
- 5.2. Require the production of any record and document of the Association.
- 5.3. Obtain outside legal or other professional advice on any matter within its terms of reference.
- 5.4. Report findings and recommendations to SAB.

University of St Andrews

Equality & Diversity Inclusion Policy

Contents:

1. Introduction
2. Equality Statement
3. Commitment to Equality
4. Assessing Equality of Opportunity and Fairness
5. Responsibilities and commitment
6. Monitoring
7. Complaints of Discrimination or Harassment
8. Supporting Policies/Guidance
9. Review

Appendices:

Annex 1: At a glance summary of how the E&DI Policy impacts people

Annex 2: Glossary of Terms

Sukhi Bains
Equality & Diversity Officer
Human Resources (HR)
University of St Andrews

Reviewed: 7 February 2012

This document is available in Alternative Formats upon request.

1. Introduction

The policy takes into account the updated approach to equality by the UK Government as outlined in the **Single Equality Act (2010)**, as well as the '**General Duties of the Scottish Public Sector Equality Duty (2011)**', which requires the University to:

- ü Advance equality of opportunity between people who share a protected characteristic and those who do not.
- ü Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- ü Foster good relations between people who share a protected characteristic and those who do not.

This policy outlines our commitment across all operations of the University with an internal and external focus. Internally we are creating an inclusive working, researching and studying environment where differences are valued and equality of opportunity is advanced. Externally our focus is on continuing to deliver a fair service to our students and visitors by meeting the changing needs of global diverse communities.

2. Equality Statement

The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all.

In addition to being compliant with the equality laws; public duties; and Human Rights Acts (Universal and European), the University also supports diversity and promotes equality of opportunity for all staff, students and visitors regardless of their:

- 'Protected Characteristic' (Single Equality Act):
 - o Age
 - o Disability
 - o Gender Reassignment
 - o Marriage and Civil partnership
 - o Pregnancy and Maternity (including Paternity)
 - o Race (colour, ethnic or national background)
 - o Religion or Belief (including non-belief)
 - o Sex/Gender
 - o Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependants
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

The Equality & Diversity Inclusion Policy outlines the responsibility for promoting inclusive environments, which are free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors and service providers).

3. Commitment to Equality

The University aims to ensure that equality is embedded into all its functions, operations and activities. Initiatives to support the embedding process are facilitated by the University's Equality & Diversity Officer.

4. Assessing the Equality of Opportunity and Fairness

Equality Impact Assessments (EIAs) are methods of 'self-assessment or auditing', which result in a detailed indicator of the University's performance with the 'Single Equality Act' and the 'Scottish Public Sector Equality Duty'. The University is committed to promoting and monitoring fairness and equality of opportunity through the conducting of EIAs.

5. Responsibilities and commitment

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with the University (e.g. visitors, contractors and service providers), in all aspects of University life.

Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

The law stipulates that, any member of the University community found to be responsible for inciting, perpetrating or colluding with discrimination or harassment may face disciplinary action.

All staff, students and anyone associated with the University, have a responsibility to adhere to this statement and apply it in their day to day work. The specific responsibilities in relation to this statement are as follows:

- 5.1 The University Court, as the employer, is ultimately responsible for ensuring that the University fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled.
- 5.2 The Principal's Office, having the overall leadership for managing the University, has the responsibility to ensure that the legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled across the University.

- 5.3 The Director of Human Resources is responsible for implementation of this statement with respect to staff and also for implementing related policies and procedures. The Director of Human Resources will also ensure that all staff receive appropriate equality and diversity inclusion training.
- 5.4 The Director of Student Services is responsible for implementation of this statement with respect to students and also for implementing related policies and procedures.
- 5.5 Heads of School/Unit have a responsibility to raise the profile of the policy within their Schools/Units and ensure that all staff and students are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their Schools/Units.
- 5.6 All staff and students have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and to adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of staff or a student will be taken very seriously and may result in disciplinary action being taken.

6. Monitoring

Monitoring will be essential to ensure that the University's 'Equality Statement' is working effectively. In order to achieve this, the University will monitor annually and publish details of:

- the profile of the staff and student population across the 'protected characteristics' (transgender profiles are not published)
- student applications, offers made, acceptances, assessment results, drop-out rates and awards of degrees
- recruitment and selection, leavers, promotion, re-grading and participation in training and development activities
- complaints including harassment and bullying complaints, grievances and disciplinary proceedings for staff and students

The University guarantees that information gathered for the purposes of monitoring will be used only for monitoring and to improve its equality performance and will be held and processed in accordance with the Data Protection Act (1998).

7. Complaints of Discrimination or Harassment

- 7.1 If a member of staff feels that they have been discriminated against, the complaint should be raised in accordance with the appropriate University 'Grievance Procedure'.
- 7.2 If a student feels that they have been discriminated against, the complaint should be raised in accordance with the University's 'Code of Practice on Complaints, Appeals and Discipline'.
- 7.3 If a member of staff or student feels that they are being bullied or harassed, the complaint should be raised in accordance with the University's 'Harassment and Bullying at Work and Study Policy'.

Advice on the use of these procedures can be obtained from Human Resources and Student Services.

8. Supporting Policies & Guidance

The University has a range of policies and guidance that support the underlying principles of this policy. Further information can be obtained from Human Resources and Student Services.

9. Review

A review of the policy will be conducted once the Specific Duties of the 'Scottish Public Sector Equality Duty (2011)' have been confirmed, in addition to the University feedback initiatives such as questionnaires and surveys.

If you have any questions regarding the content of this statement or would like any further information please contact:

Staff

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Equality & Diversity Officer
Human Resources

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Students

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