

5.0 Actions

The objectives described in section 3.0 require an on-going change in the culture of the institution. A number of specific actions have been identified to begin to address this issue:

- the training of all staff has been identified as a key priority. A variety of training and methods of communication will be employed to ensure that employees and students are made aware of Newman University College's position regarding equality and diversity and also their own individual responsibilities for fostering a diverse community. This training and awareness raising will apply to all staff and students will also be included as part of the induction for new employees.
- as part of its Race, Gender and Disability Equality Schemes, the University will develop action plans to improve the diversity of the staff profile, which will be reviewed on a regular basis. The University College will provide progress reports on a regular basis.
- the University College will produce guidelines for managers, where applicable, to promote equality of opportunity in recruitment, promotion and development and other aspects of employment.

6.0 Scope and Responsibilities

6.1 This policy applies to any individual visiting, studying or working at Newman University College. Every individual within these categories is expected to adhere to the principles of equality and diversity expressed within this policy and the Equality and Diversity Commitment Statement.

6.2 Employees and students

All employees and students have a responsibility to:

- comply with this policy and the associated Equality and Diversity Commitment Statement during the course of their work or study, including professional and social activities undertaken associated with their course or Newman University College business
- ensure that any visitor to Newman University College, for whom they are responsible, complies with the principles of this policy
- treat others with respect at all times
- actively discourage discriminatory behaviour/practice
- co-operate with managers and participate in training and wider learning opportunities to eliminate prejudice and extend good practice

6.3 Managers

In addition to the responsibilities detailed in section 6.2 all managers are responsible for:

- ensuring that this policy is implemented within their own team
- ensuring that all staff within their team are briefed and trained, as appropriate, on diversity issues and as a minimum are aware of and have access to a copy of this policy
- dealing with any issues of discrimination in the first instance

6.4 The University College Management Group (CMG)

The University College Management Group (CMG) has responsibility for reviewing the annual report produced by the Equality and Diversity Committee and ensuring that progress against the Diversity Action Plan is being achieved.

In addition, members of CMG will be accountable for producing an action plan to promote equality and diversity within their area of responsibility. These plans will be submitted to the Diversity Committee and regular updates on progress will be provided by each member of the CMG. These action plans will include details of links with external organisations and actions for ensuring that these

- Assessment of progress against identified priorities, targets and timetables
- Any relevant recommendations

9.0 Monitoring and Review

9.1 Newman University College will maintain a statistical record, in terms of gender,