

INTEGRATED EQUALITY POLICY

THE PRESS'S AIMS

1. The Press aims to provide an inclusive environment which promotes equality, values diversity and maintains a working environment in which the rights and dignity of all its staff are respected to assist them in reaching their full potential. The Press will work to remove any barriers which might deter people from applying to OUP.

THE PRESS'S COMMITMENT

2. No prospective or actual member of staff will be treated less favourably than any other, whether before, during or after their employment at the Press on one or more of the following grounds (subject to any legal constraints): age; colour; disability; ethnic origin; marital or civil partnership status; nationality; national origin; parental status; race; religion or belief; gender (including gender reassignment); sexual orientation; or length or type of contract (e.g. part-time or fixed-term).
3. This policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment.
4. In order to realise its commitment, the Press will:
 - promote the aims of this policy, including the provisions for prevention of less favourable treatment laid out in paragraph 2;
 - promote equality and good relations between people of different racial groups, between women and men and between disabled and other people;
 - be proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance;
 - have regard to its obligations under relevant legislation and for its policies, codes of practice and guidance to mirror the same and be changed to meet the demands of new legislation;
 - whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Equality and Human Rights Commission;
 - make this policy, as well as all codes of practice and guidance available to all staff; and
 - regularly review the terms of this policy and all associated codes of practice and guidance.

RESPONSIBILITIES

Group Strategy Committee (GSC)

5. It is the responsibility of GSC to provide mechanisms through which the Press's strategic objectives for equality and diversity can be delivered under current and future equality legislation.

UK Human Resources Director

6. The UK Human Resources Director is appointed by GSC to provide leadership in all matters relating to Equality and Diversity, to oversee the development of Equality policy frameworks, to monitor compliance with this policy and to make recommendations for changes to this policy.

Managing Directors (Publishing)/Group Finance Director (Services)

7. Managing Directors are responsible for the day to day implementation and delivery of the Press's strategic objectives for equality and diversity in their Division in accordance with the guidance attached to this policy.

Facilities

8. The Facilities department has primary responsibility for facilitating the accessibility of the Press's buildings for disabled users, in collaboration with individual managers.

All Staff

9. This policy applies to all staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants and to visitors to the Press.
10. Staff have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other staff, whether junior or senior to them.
11. The Press expects all staff to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times to respect equality of opportunity for all staff, applicants and visitors. The Press regards any breach of this policy by any employee(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

COMPLAINTS

12. Any prospective or current member of staff who has a complaint concerning a breach of this policy may bring such a complaint to the Press via their Manager or Human Resources Manager.

REVIEW

13. The University's Equality and Diversity Unit has the responsibility of considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key University policies for approval by relevant bodies including the Press.
14. The Press will review this policy on a three year cycle, in tandem with the University, the first such review to take place in early 2012 or following significant changes in employment law.

SCOPE

15. This policy applies to the UK.