



Equality, diversity and inclusion policy

BUTEX (British Universities Transnational Exchange Association) is committed to encouraging equality, diversity and inclusion among our executive committee and members and eliminating unlawful discrimination.

The aim is for our staff, executive committee and members to be truly representative of all sections of higher education associations in the UK and for each member and the students we serve to feel respected, acknowledged and informed.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, for those serving on our executive committee and for our member organisations.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender or gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - terms, conditions, pay and/or benefits for staff and voluntary executive committee members
 - terms and conditions of institutional membership
 - dealing with grievances and discipline issues
 - dismissal and redundancy
 - parental leave
 - flexible working requests
 - selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good



practice and make business sense.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination; promoting dignity and respect for all; recognising and valuing individual differences and the contributions of all staff, the executive committee and members.

This commitment includes training staff and executive committee members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help BUTEX provide equal opportunities in employment, appointment and selection, and prevent bullying, harassment, victimisation and unlawful discrimination.

Staff and executive committee members should understand they, as well as BUTEX, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their activities, against fellow employees, customers, suppliers and the public and take seriously any complaints concerning the above.

Appropriate action for such acts will be taken. Particularly serious complaints could amount to gross misconduct and lead to staff dismissal, termination of executive committee membership or suspension from BUTEX.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

3. Make opportunities for training, development and progress available to all members, staff and executive committee members who will be helped and encouraged to develop their full potential, so their talents and resources can be fully-utilised and maximised for the efficiency of the organisation.
4. Make decisions concerning staff, the executive committee and members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
5. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
6. Monitor the make-up of the staff and executive committee members regarding information such as sex and gender, ethnic background, sexual orientation,

BUTEX: British Universities Transnational Exchange Association

Registered Office: 271 Leeds Road, WAKEFIELD, West Yorkshire, WF1 2JQ
info@butex.ac.uk | www.butex.ac.uk



religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

7. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by the BUTEX Chair and has been agreed with the executive committee.

Signed on behalf of:

BUTEX
(British Universities
Transnational Exchange
Association)

Mr Rohan McCarthy-Gill

Date: 31/08/2022

Review date: 31/08/2025
