



Equality, Diversity and Inclusion

Department of Linguistics and English Language Code of Practice

1. Background.

The purpose of this code of practice is to ensure that the University fulfils its obligations as defined by statutory legislation. Specifically, this document is intended to outline some guidelines for staff and students, which are in accord with the University's student charter and University's equal opportunities code of practice:

- **all have the right to take part in activities and utilise university services free from harassment or duress.**
- **all should be treated on the basis of merit, capacity and potential and not be disadvantaged or treated any less favourably on the grounds of gender, age, race, colour, creed, nationality, ethnic or national origin, religious or political beliefs, disability, sexuality, marital status, family responsibilities or on any other grounds not relevant to academic study or good employment practice.**

Through the adoption of this code of practice we, the Department of Linguistics and English Language, aim to work within the following guiding principles and take account of responsibilities outlined below.

2. General Principles.

The Department of Linguistics and English Language is committed to:

- providing high quality and inclusive learning and working experiences for all;
- providing an ethical environment by promoting respect, ensuring equality of opportunity, celebrating diversity and building a culture where everyone is valued, treated with fairness, encouraged and supported to achieve their full potential;

- promoting and sustaining an international and culturally diverse departmental community of staff and students;
- ensuring that equality becomes a shared commitment by both staff and students;
- preventing all forms of discrimination and harassment, and promoting diversity and equal opportunities;
- actively promoting an effective work-life balance that is compatible with equal opportunities goals.
- engaging with other Lancaster University departments as well as other universities to help achieve (and go above and beyond) our equality and diversity aims.

3. Staff Responsibilities.

- To work together with students and other staff in an atmosphere of mutual respect regardless of hierarchical position.
- To exercise and encourage inclusive language and behaviour, and to refrain from creating an intimidating atmosphere for anyone.
- To exercise complete impartiality with regard to admissions and assessment.
- To provide adapted teaching and assessment arrangements for students with disability or learning difficulty so that they are not disadvantaged and, where appropriate, to the changing learning support needs of students.
- To intervene where necessary or raise concerns to the Head of Department or their manager if they are aware of any infringements of the above General Principles, and to see that the legitimate concerns of students or colleagues are dealt with in an appropriate manner.
- To provide advice, information and support to students and colleagues to ensure that they receive equitable treatment and are aware of their rights and responsibilities. If necessary, to seek further advice from the Departmental Disability Officer or Chair of the Equality, Diversity and Inclusion Committee or the Head of Department.
- To take up equality and diversity awareness training and learning opportunities.

4. Students' Responsibilities.

- To behave in a manner that shows mutual respect for the legitimate concerns of other students and staff.
- To raise concerns about the infringements of the above General Principles to a member of staff, LUSU or HR.
- To exercise and encourage inclusive language and behaviour, and to refrain from creating an intimidating atmosphere for anyone.

- To inform staff as soon as possible of their specific learning needs or relevant changes in circumstances so that appropriate assessment arrangements or learning support can be made.
- To effectively manage periods of paid work, childcare, family and other commitments and responsibilities in order to achieve a work-life balance that does not hinder their academic studies.

5. Departmental Responsibilities.

- To actively promote equal opportunities for all, including *via* the Athena Swan action plan.
- To ensure that appropriate procedures for ensuring fairness in assessment are in place.
- To ensure that facilities for disabled access to all relevant areas of the department, including general spaces, laboratories, lecture theatres and offices, are available.
- To circulate information about the sources of departmental and university support for students and staff who wish to raise concerns in a confidential manner.
- To adopt appropriate procedures for making a complaint in confidence and ensure that incidents of harassment, bullying and other complaints are dealt with appropriately in a timely manner.
- To explore and promote mechanisms that foster a healthy work-life balance and are compatible with equal opportunity goals.