

## **Equality, Diversity and Inclusion at Warwick**

At the University of Warwick, we are committed to ensuring a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect, and where bullying and harassment are not tolerated. The Dignity at Warwick policy (<https://warwick.ac.uk/services/equalops/findsupport/dignityatwarwick/#Policy0>) outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.

**We expect all members of the University to recognise their responsibilities and to:**

- Behave in a way that respects the rights and dignity of others;
- Treat others fairly;
- Display courtesy and good manners in every interaction appreciating that individuals have different styles and expectations;
- Value differences in others and the contribution they make;
- Work and study within the University on a co-operative basis;
- Demonstrate a commitment to upholding the University's policies on **Equality, Diversity, and Inclusion**: <https://warwick.ac.uk/services/equalops/>

**Examples of unacceptable behaviours include, but are not limited to the following:**

- Unnecessary or unwanted physical contact;
- Demeaning comments about a person's appearance or gender expression;
- Compromising and unwanted sexual invitations or demands;
- Racial harassment – including racist jokes or graffiti;
- Displaying material that is likely to cause offence to others;
- Verbal or written abuse including non-communication and deliberate and/or inappropriate exclusion from social events or day to day activities;
- Derogatory name-calling and insults;
- Threats of a physical or psychological nature;
- Victimization because of someone's gender, race, disability, sexual orientation, age, religion or other beliefs, sexual orientation, gender reassignment, gender identity/expression, pregnancy and maternity, marriage and civil partnership;
- Bullying behaviour or language that causes fear or distress to others;
- Abuse of power by someone in a position of authority;
- Incitement of others to commit harassment;
- Cyber bullying for example by email or the use of social networking sites to post derogatory messages or distribute confidential information about someone;
- The use of social media to complain about an incident or to criticise a student, employee or any other individual associated with the University such as contractor, agency worker or visiting/honorary academic;
- Inappropriate and derogatory remarks made in connection with performance;
- The use of inappropriate literature, pictures, books or tapes to bully or harass others;
- Unwelcome jokes or comments of a sexual or racial nature, or about an individual's age, disability, sexual orientation, gender identity/expression or religion or any other protected characteristics;
- Excluding an individual because they are associated or connected with someone with a protected characteristic, e.g. their child is gay, partner is black, or parent is disabled;
- Spreading malicious rumours or insulting someone;
- Picking on someone or demonstrably setting them up to fail;
- Fostering isolation or non-cooperation at work;
- Discrimination based on an individual's gender identity/expression.

## **Cyber bullying and the Inappropriate Use of Social Networking Sites**

Cyber bullying is a term used to refer to bullying through electronic media, usually via social networking sites,

personal web pages, emails, Twitter, text messages, personal space provided by internet providers, and internet presence including blogs such as Facebook, MySpace and Web2, and all other social media whether private, personal or public. In using all social media or posting online all staff and students are required to consider the content, language and appropriateness of such communications.

**It is important for staff and students to adhere to the following in relation to online behaviour:**

- Avoid using language which would be deemed to be offensive, threatening or humiliating to others in a face-to-face setting as the impact on an individual may be much the same or worse as the information may be available permanently, and can be shared repeatedly by other individuals;
- Avoid forming or joining an online group that isolates or victimises other students/staff or colleagues;
- Ensure that you do not use social networking sites to access or share illegal content;
- Avoid defamatory comments in relation to employees, students, customers or suppliers of the University;
- Do not share confidential information regarding a University employee, student, customer or supplier;
- Do not complain about or be critical of a member of University staff, student, customer, contractor, worker, supplier or visiting/honorary individual.
- Do not share, comment upon or re-tweet somebody else's original post/comment/tweet if the original is or could be considered to be offensive or inappropriate.

**Expectations of Behaviour and Conduct via Email**

When corresponding with staff at the University you should address them by either their title or their first name (ie. 'Dear Professor x' or Dear John/Jane'). You should avoid addressing members of staff by gendered titles (ie. Miss, Ms, Mrs and Mr). All emails should be polite in tone and expression. Emails should be signed-off politely (ie. 'Yours Sincerely', 'Kind Regards', 'Best Wishes', 'Best'), accompanied by your name and student number. See 'How to approach your professors': [https://www.huffingtonpost.com/david-medicoff/approaching-college-professors\\_b\\_2529098.html?utm\\_hp\\_ref=tw&gucounter=1](https://www.huffingtonpost.com/david-medicoff/approaching-college-professors_b_2529098.html?utm_hp_ref=tw&gucounter=1)

**Talking About Difficult and Contentious Issues**

In your conversations in other students and University staff you are likely to encounter issues which are contentious and difficult to discuss. You are also likely to encounter information, history, and data which challenges our current viewpoint, and your own ideas and beliefs. You will also meet people from a wide variety of different backgrounds who have very different beliefs, experiences, and perspectives to your own. We actively encourage all students to share their thoughts, opinions, perspectives, and ideas, regardless of whether they think it is 'right', 'wrong', 'doesn't sound clever', or 'they don't think other people will get it'. We also want students to be respectful towards others who voice ideas, opinions, experiences, and perspectives which differ from their own. This is because we want students to be able to explore understand different ways of looking at the world in relation to both historical and contemporary issues. To promote productive and civil discussion in class, some tutors may ask you and your teaching group to formulate discussion ground rules. As a minimum expectation we ask that in class you:

- Always use a respectful tone when speaking;
- Do not interrupt others, shout, or use aggressive body language;
- Do not name-call, or verbally or personally attack of another member of the group;
- Ask questions when you do not understand; do not assume you know what others are thinking;
- Try to see the issue from the other person's perspective before stating your opinion;
- Only engage in class discussion when in class (do not have simultaneous conversations in others at the same via your computers or phones);
- Always engage and include others you have been asked to work with as part of a group;
- Try and talk to everyone in the class at some point;
- Follow-up with the course convenor or seminar tutor if you have concerns about any part of the discussion in class.

For further advice about engaging in difficult conversations see: <https://www.difficultdialogues.org/>

### Further Resources:

- Dignity at Warwick: <https://warwick.ac.uk/services/equalops/dignityatwarwick>
- Students Union:
  - Sexual violence and awareness:  
[https://warwick.ac.uk/services/wss/topics/preventionandsupport/sexualviolence/#wegetconse  
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- Cultural Awareness: <https://warwick.ac.uk/services/equalops/culturalawareness/>
- Samaritans - 08457 90 90 90 (open 24 hours)
- Coventry Citizens Advice Bureau – 024 7622 3284
- Equality and Human Rights Commission – 0808 800 0082, text phone 0808 800 0084,  
[www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- National Bullying Helpline - [www.nationalbullyinghelpline.co.uk/contact.htm](http://www.nationalbullyinghelpline.co.uk/contact.htm)

### Reporting:

If the way you are being treated at work or in a work-related context, either by an individual or a group, causes you concern you may wish to seek advice or help in the following ways:

- You could seek support or advice from a friend, a work colleague or trade union representative;
- You may contact the Counselling Service on 024 7652 3761 or visit <https://warwick.ac.uk/services/wss>
- You may speak to a member of staff who has been trained to help in this type of situation.
  - To request to speak to a dignity contact complete the online reporting form requesting to be contacted by a dignity contact:  
<https://warwick.ac.uk/services/equalops/findsupport/dignityatwarwick/#ReportingOptions>
  - Alternatively, complete the Online Reporting Form anonymously  
<https://warwick.ac.uk/services/wss/topics/preventionandsupport/hatecrime/>