



**Line Manager Factsheet
on
Gender Equality**



Understand your responsibilities, towards all genders

- ❖ Familiarise yourself with the Equality Act 2010, the Equality and Diversity Policy and Dignity at Warwick Policy
- ❖ Understand the definition of gender equality for all
- ❖ Ensure staff are able to perform to the best of their abilities
- ❖ Disclosure and Confidentiality

Is your workplace and working ethics inclusive to all?

- ❖ Equality and Diversity Training
- ❖ Ensure all staff are aware of the opportunities regardless of their gender
- ❖ Inform colleagues about the Staff Network groups
- ❖ Display E&D posters on departmental notice boards
- ❖ Be aware of additional support available

Accustom yourself with available resources and obtain further support, advice and guidance

- ❖ Equality & Diversity Team
- ❖ Occupational Health
- ❖ E&D Webpages
- ❖ HR Adviser

Equality Act 2010

It is unlawful to discriminate against someone on the grounds of their gender. The Equality Act 2010 aims to protect people and prevent discrimination.

Managers Responsibility

Be aware of your responsibilities identify and challenge behaviours where gender discrimination is present.

Gender Equality

Ensure all existing and potential employees are treated fairly
Promote equality of opportunity and challenge discrimination
Promote good relations between those from a different social group

Dignity at Warwick

Familiarise yourself with the Dignity at Warwick Policy –If a member of staff feels they are being bullied, harassed or discriminated against they can speak to a Dignity Contact in confidence.

<http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/>

E&D Training

Find out about the E&D training sessions; these cover all Protected Characteristics. Also complete the online E-Learning modules. Encourage all your staff to complete the online modules as a minimum.

<http://www2.warwick.ac.uk/services/equalops/training>

Equal Opportunities

Gender equality is about creating a working environment that provides equal opportunity to all.

Gender equality is about ensuring equal opportunities for both men and women

It is unlawful to discriminate against workers based on their gender, this includes:

- recruitment and selection
- determining pay
- training and development
- selection for promotion
- discipline and grievances
- bullying and harassment.

Equality & Diversity Team

For more information please contact:

Sandra Beaufoy, HR –Equality & Diversity
Ext: 74479 –S.Beaufoy@warwick.ac.uk

Claire Algar, Equality & Diversity Coordinator
Ext: 22356 –C.Algar@warwick.ac.uk

Inclusivity

Ensure your departments has an inclusive approach to all staff and students

Resources

Familiarise yourself with the resources available and refer to those when necessary for further support, advice and guidance:

Equality and Diversity team

ACAS

Equality Challenge Unit

HR Adviser

- **Dignity at Warwick Policy**—It's important that managers are able to direct staff members to organisational policies when dealing with cases of bullying and harassment, including the various reporting routes available to them.
- **Gender Discrimination**—Gender/sex discrimination is often referred to as sexism, and is a prejudice against someone because of their gender. Statistical data shows that there is an underrepresentation of women in many departments, however the university is working towards gender equality for all.
- Gender discrimination may be presented as:
 - Treating one gender more favorably than another
 - Look at the gender balance in your department and the committee structure, see how this can be altered to ensure a good gender balance
 - Look at the times of your staff meetings, are these in core hours to enable working parents to attend?
 - Look at your recruitment data is there a trend towards one gender?
 - Treating transgender staff less favorably than other staff
 - Look at your promotion criteria could this be gender bias?
- Be aware that office banter can go too far and can often be offensive, even to people that it is not particularly directed at.
- As a manager you are responsible for dealing with discrimination quickly and effectively so that it does not become an acceptable pattern at the university.

- **Manager's Responsibility**-All managers need to be clear in their role in how to support staff regardless of their gender, as a manager you are responsible for tackling any discrimination and familiarising yourself with the policies and resources to support your staff.
- **Employee Network Groups** –Show your support to the staff network groups by displaying posters, ensure new and existing staff are aware of this resource.
- **Training** –Encourage all members of staff to complete the online E-Learning modules -Diversity in the Workplace. Reports can be obtained from the E&D team to monitor who has completed the modules. Ensure all members of staff who sit on interview panels have completed the Recruitment and Selection module to ensure no gender bias.
- **Recruitment** - When arranging recruitment panels, have an awareness of gender representation on panels.
- **Inclusive Behaviour**–To maintain the momentum around equality initiatives include Equality and Diversity as a standing item on staff meeting agendas.
- **University Events** –Encourage team members to attend diversity events that are held around campus, this