

Zero Tolerance and Diversity Inclusion Commitment Policy

Cardiff Met Students' Union

1. Introduction

- 1.1. Cardiff Met Students' Union (herein known as the SU) is committed to creating a safe and inclusive environment in which all our members feel safe and able to participate.

2. General Principles

- 2.1. The SU enforces a strict Zero Tolerance Policy towards any form of discrimination or harassment regarding race, sex, gender identity, sexual orientation, age, disability or faith.
- 2.2. All SU staff, sabbatical officers, reps, members and visitors attending SU events or activities held on our premises must abide by this Policy. Failure to comply may lead to a referral under the SU disciplinary procedure.
- 2.3. This Policy extends to online communication, email and instant messaging which relates to a member, event, or publication made by any persons representative of the SU.
- 2.4. Additional to our Zero Tolerance Policy, we commit to producing an annual Diversity Inclusion Commitment with areas of focus for the upcoming year. This commitment will be agreed by the SU Sabbatical Officers, School Representatives, Part-Time Officers and signed off by the SU board of Trustees.

3. Reporting an Incident of Discrimination or Harassment

3.1. Reporting Incidents;

3.1.1. If an SU member, staff member, sabbatical officer, rep or visitor attending an SU event on our premises witnesses, experiences or is informed of an incident of discrimination or harassment can report to any of our front-line staff, including Union staff and full-time sabbatical officers who can direct you to the best place to make a formal report.

3.1.2. Reports can be communicated in writing to the SU by emailing the date, time and overview of the incident to suadvice@cardiffmet.ac.uk. Incidents will be reviewed by the SU President and the Chief Executive.

3.2. Recording incidents;

3.2.1. The SU will record and monitor all reported incidents of this nature through a secure case management system in accordance with the General Data Protection Regulations.

3.3. Review;

Date of Approval – September 2020

Date of Review – September 2021

Author – Bethan Banks

3.3.1. The SU will annually review any incidents which may be considered a breach of this Policy, and where appropriate seek to identify where enforcement of the Policy can be improved and where any potential breaches of the Policy could be prevented.

4. Advice and Support

- 4.1. The SU Advice and Support team can offer support and guidance when reporting and incident, or for a member going through both the University or SU disciplinary proceedings.
- 4.2. We endeavour to support the wellbeing of our members during this difficult time and will refer on to relevant support within Student Services or external support services where necessary.

5. Awareness, Education and Training

5.1. Promoting Awareness of the Policy;

5.1.1. The SU will ensure the Policy will be accessible on the SU website.

5.1.2. The Policy will be communicated to all student groups or external visitors looking to organise events in an SU venue.

5.1.3. The Director of Student Engagement will communicate the Policy to reps during training and include the Policy in relevant handbooks.

5.1.4. The SU Sport and Societies Officer will communicate the Policy to committee members during training and include the Policy in relevant handbooks.

5.1.5. Any member running a campaign in association with the SU will be informed of the Policy and communicate this to all volunteers involved.

5.2. Staff Education and Training;

5.2.1. Full time members of SU staff and supervisors will be trained and supported in understanding the issues outlined in the scope of this Policy and encouraged to raise awareness of our Zero Tolerance Statement and how to respond sensitively to disclosures.

5.2.2. All trained staff will be expected to respond appropriately to disclosures or incidents they have witnessed and should refer any disclosures towards the appropriate routes for support.

5.3. Member Education and Training;

5.3.1. School Representatives and Part-Time Officers will be informed of the policy during their training and encouraged to recruit a diverse and inclusive rep structure and raise

Date of Approval – September 2020

Date of Review – September 2021

Author – Bethan Banks

awareness that we are a zero tolerance SU.

5.3.2.Clubs and Societies committee members will be informed of the policy during their training and informed of the importance of encouraging participation from a diverse membership and raise awareness that we are a zero tolerance SU.

5.3.3.Through our structure of Representatives, Clubs, Societies and Staff Members we aim to inform and educate our members that we are a zero tolerance SU. The Zero Tolerance and Diversity Inclusion Commitment Policy and Commitment will be available online and referenced throughout the academic year through a range of campaigns and promotions online, at our venues and across campus.

6. Monitoring and Review

6.1. The SU President and Chief Executive will be responsible for monitoring the day-to-day implementation of the Policy.

6.2. The Policy will be reviewed annually to evaluate its effectiveness and signed off by the SU Board of Trustees.

6.3. The Diversity Inclusion Commitment will also be reviewed annually and agreed by the SU Sabbatical Officers, Reps, Part-Time Officers and signed off by the SU Board of Trustees.

Date of Approval – September 2020

Date of Review – September 2021

Author – Bethan Banks