

Royal Academy of Engineering Diversity and Inclusion policy

1. Policy Purpose and Scope

At the Royal Academy of Engineering, we value diversity and inclusion and the different perspectives people from different backgrounds bring to their work and to the engineering profession. A commitment to diversity and inclusion underpins everything we do. We recognise that creating cultures in which everyone can thrive, and diverse perspectives enrich our collective performance. We invest in all our people. We do not tolerate discrimination.

It is the Academy's policy to ensure that no staff member or job applicant, Fellow or candidate for Fellowship, award or grant applicant or recipient, visitor or event participant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation (defined as Protected Characteristics in the UK Equality Act 2010).

In addition, the Academy will not discriminate against people on the grounds of class, caring responsibilities, gender identity¹, parental status, political opinion, or spent criminal convictions.

Everyone at the Academy has a role to play in ensuring individuals are valued, treated with dignity and respect, and are able to work in an environment that is free from discrimination. Every staff member is responsible for ensuring they attend internal training and read and implement relevant policies, objectives and working practices linked to diversity and inclusion, to ensure that all Fellows, candidates for Fellowship, award or grant applicants or recipients, job applicants and staff members, visitors and event participants are accorded equality of opportunity at all stages of engagement with the Academy.

2. Aims of this Policy

The Academy will work to attract a diverse workforce and ensure it recruits, trains and promotes people based on their relevant experience, skills and competencies. It will also work to attract diverse nominations for Fellowship and applications for awards and grants, ensuring that selection for the Fellowship and for awards and grants is on the basis of clear and transparent criteria - regardless of personal characteristics or background.

This policy is designed to ensure that the Academy complies with its obligations under the UK equality legislation and demonstrates commitment to treating people fairly by taking measures to ensure equal participation.

Using fair and objective selection, recruitment and employment practices, the Academy aims to ensure that:

- All staff and potential staff members are treated fairly and with respect at all stages of their employment.
- All staff, Fellows, grant and award applicants and recipients have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour.
- All staff, Fellows, grant and award recipients have an equal chance to contribute and to achieve their potential.
- All staff, Fellows, grant and award recipients are free from unlawful discrimination.

There are four main types of discrimination: direct discrimination, indirect discrimination,

¹ The Academy's recognises the right of individuals to self-identify. Identification of individuals as 'women/men' includes both cisgendered women/men (where their gender identity corresponds with their sex assigned at birth) and trans women/men (where their gender identity is different to their sex assigned at birth).

harassment, and victimisation. Definitions of discrimination and other terminology in this policy can be found in Appendix A – Glossary of Terms.

3. Scope of the Policy

The policy applies to:

- Fellows and candidates for Fellowship
- Award/grant applicants and recipients
- Staff members (permanent, fixed term and temporary) and all job applicants
- Academy committee and panel members
- Volunteers
- Visitors
- Alumni
- Event applicants/participants
- Students on work experience or placements
- Delivery Partners

The policy applies to all stages of employment, including recruitment and selection, promotion and training. It also applies to all stages of award/grant application, event registration and nomination processes and throughout the period of the award/grant.

4. Diversity and inclusion in practice

In implementing the policy, the Academy will carry out the following actions:

- Ensure that all staff and Fellows understand and implement this policy through relevant training and guidance
- Use clear and transparent selection criteria that is fair and lawful for: recruitment, promotion, Academy Fellowship, and awards and grants
- All appointments to roles, Fellowship and the allocation of awards/grants are based on excellence - with action taken to promote inclusive practices.
- Actively support and sustain a greater number of Fellowship nominations from under-represented groups and sectors, who may not otherwise be put forward, in order to deliver a Fellowship that embodies the full breadth and diversity of engineering excellence, through the work of a [proactive nominations panel](#) and the Academy's Fellowship Fit for Future campaign.
- Ensure that every job applicant/staff member is only assessed according to their competence and aptitude to carry out a given job/role.
- Ensure equal opportunities and non-discrimination in the operation of all Academy procedures.
- Ensure that all relevant requirements of the UK Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment opportunities, grants, awards and nomination to the Fellowship. As a Disability Confident employer, the Academy offers to interview disabled candidates who meet the essential criteria stated on the person specification.

5. Responsibilities

Academy staff and Fellows must follow the provisions of this policy and draw attention to any suspected breaches. HR, in consultation with the Diversity and Inclusion team, are responsible for promoting awareness and the monitoring of this policy.

6. Breaches of the Diversity and Inclusion Policy by staff members

Breaches of this policy by staff members will be dealt with under the Academy's Disciplinary Procedures.

Breaches of the Diversity and Inclusion Policy by other applicable parties will be addressed in line with the Disciplinary Procedures and Code of Conduct for Fellows.

Individuals are also personally liable under equality legislation for any act of unlawful discrimination.

7. Implementation of the policy

All staff and Fellows will be involved in creating an inclusive culture that values diversity and is inclusive to all. This is in line with the values of the Academy.

8. Communication

Communication of the policy to job applicants, staff and Fellows will be done by:

- Publishing and making available a copy of the policy on our website
- Incorporating a diversity statement on the Academy careers page and on all job adverts and linking to the policy on the careers page
- Ensuring all new starters have the opportunity to discuss the policy with line managers/colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non-discrimination and inclusive selection training for managers who are recruiting
- Providing diversity and inclusion training and guidance to staff and Fellows, and all those that take part in selection panels at the Academy e.g. for grants and awards
- Incorporating specific responsibilities into job/role descriptions
- New Fellows briefing
- Fellows intranet site

9. Working with delivery partners

In selecting our suppliers and delivery partners we will consider their commitment to diversity and inclusion by:

- Asking to see their policy or evidence to demonstrate their commitment to diversity and inclusion
- Asking what they do in practice, including how they monitor the implementation of their policy

10. Monitoring the policy

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Diversity data will be collected in relation to the following groups:

- Fellows
- Candidates for Fellowship
- Award/grant applicants
- Award/grant recipients
- Job applicants
- Staff members
- Event applicants/participants

The Diversity and Inclusion team will review and analyse this data and publish a report annually (on an aggregated and anonymised basis) working with relevant teams, where any issues or gaps are identified, to remove barriers to inclusion and ensure equal participation.

11. Reporting a breach of this policy

Academy staff who feel that they have suffered any form of discrimination should raise the issue with their line manager in the first instance. If this is not appropriate or does not resolve the matter, all Academy staff can use the Academy's Grievance Procedures (or Anti-Bullying and Harassment Policy) to address issues relating to diversity and inclusion.

Fellows (or candidates for Fellowship), grant and award applicants and recipients who feel that

they have suffered any form of discrimination should raise the issue with the Academy staff member responsible for overseeing the particular area of work or activity.

Fellows and staff should also use the approach above if they feel they have been the subject of harassment from someone who is not a staff member or Fellow of the Academy. The Academy will not tolerate any harassment from third parties towards its staff or Fellows and will take appropriate action to prevent it happening again.

If a staff member witnesses behaviour that does not fit with the values of the Academy and is counter to this policy, whether it is directed at themselves or not, they should report it to their line manager or Head of Section/ Director or HR Manager as appropriate. Fellows should report behaviour that does not fit with the values of the Academy and is counter to this policy to a member of the Academy staff or Head of Fellowship/ CEO as appropriate.

12. Review

This policy will be reviewed every two years by HR, in consultation with the Diversity and Inclusion Team, to ensure it remains up to date and reflects the needs and practices of the Academy. The next occasion for review will be September 2022.

The policy may also be reviewed if legislation changes or if diversity monitoring information suggests that policy or practices should be altered.

13. Related documents/additional guidance

Disciplinary policy and procedure [Disciplinary Policy](#) and [Disciplinary Procedure](#)
 Grievance policy and procedure [Grievance Policy & Procedure](#) Code of Conduct for Fellows
 Anti-Bullying and Harassment Policy [Anti-Bullying and Harassment Policy](#) Data protection policy
[Data Protection Policy](#)

14. Version history

VERSION	AUTHOR	LEAD DIRECTOR	APPROVED BY	DESCRIPTION OF CHANGE	DATE OF APPROVAL
1	Edited by Ikra - 03/08/23	Chris Boyle	Chris Boyle	<ul style="list-style-type: none"> • Changed employee to staff. • Minor document formatting 	September 2020
2	Joanna Whiteman	Rhys Morgan	Trustee Board	Added footnote to gender identity	04/10/2023

Appendix A – Glossary of Terms

Term	Meaning
The Equality Act 2010 and protected characteristics	<p>The Equality Act 2010 describes 'protected characteristics' as:</p> <ul style="list-style-type: none"> Age Disability Gender reassignment Marriage and civil partnership Pregnancy and maternity Race/ethnicity Religion or belief Sex Sexual orientation
Direct discrimination	<p>This is when a staff member or applicant is treated less favourably than someone else because of a protected characteristic.</p> <p>People also must not be discriminated against because they are on a part time or fixed term contract.</p>
Associative Discrimination	<p>This is a type of direct discrimination. It is where someone is treated worse than someone else because they are associated or connected with someone with a protected characteristic.</p>
Perceptive Discrimination	<p>This is a type of direct discrimination. This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.</p>
Indirect discrimination	<p>Indirect discrimination happens when there is a condition, rule, policy or practice in place that applies in the same way for everybody but disadvantages a group of people who share a protected characteristic. If this happens, the person or organisation applying the policy must show that there is a good reason for it.</p>
Discrimination arising from disability	<p>This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively</p>

	<p>justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.</p>
<p>Failure to make reasonable adjustments</p>	<p>Employers and organisations have a responsibility to make sure that disabled people can access jobs, education and services as easily as non- disabled people. Disabled people can experience discrimination if the employer or organisation doesn't make a reasonable adjustment.</p> <p>What is reasonable depends on a number of factors, including the resources available to the organisation making the adjustment.</p>
<p>Harassment</p>	<p>Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating hostile, degrading, humiliating or offensive environment for that individual”.</p> <p>Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Staff will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. Staff are also protected from harassment because of perception and association.</p> <p>See the Academy’s Anti-Bullying and Harassment Policy for further information.</p>
<p>Victimisation</p>	<p>Victimisation occurs when a staff member is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.</p>