

People and Wellbeing Policy Statement

Reviewed: March 2024



PEOPLE AND WELLBEING POLICY STATEMENT

Aim

Achieving our ambitions around student success, research and enterprise, and global engagement depends on our people, financial sustainability and the academic environment in which we operate. This policy statement aims to achieve our strategic ambitions through our people, by fostering cultures of trust, fairness and inclusion in which people feel supported, engaged and relate to each other in a professional way. It is supportive of the UWS truths, in particular:

- UWS is a great place to work and study
- We are an inclusive organisation that values diversity.

Our People and Wellbeing policy, supporting procedures and guidelines aim to play an important role in supporting our culture of trust, fairness and inclusion and will influence staff engagement, University reputation and our ability to attract and retain the right people.

This statement and associated procedures are intended to provide practical and consistent advice and guidance to managers and staff about the University's position and approach to employment related matters and to support the University's vision, strategy and culture.

This Policy Statement and associated procedures do not form part of the terms and conditions of employment and will be updated to reflect legislative changes or good practice, in partnership with our trade union representatives.

For clarity, this Statement should be read along with the related procedures and guidelines referred to below.

Scope

This Policy Statement applies to all employees of the University.

Principles

The University is fully committed to ensuring that we promote a working environment that:

- enables us to recruit, retain and motivate staff, providing opportunities for fulfilling careers;
- ensures that the University's expectations of individuals are clear in the context of wider University and departmental objectives and priorities; that individuals feel supported and valued in an environment that demonstrates concern for their wellbeing and success;
- is open, transparent, inclusive and free from discrimination;
- ensures our procedures are supportive and applied consistently across the University and that all staff are treated fairly and with respect;
- ensures we have robust, meaningful consultation and involvement with our recognised trade unions at the earliest point possible, in accordance with our arrangements for the Joint Negotiation and Consultative Committee (JNCC);
- complies with the relevant employment legislation and ACAS Codes of Practice;

- is committed to the fundamental principle that the pay and conditions of employment of all staff are non-discriminatory and free from bias, meeting the principles of equal pay for work of equal value.

As part of our commitment, the University will:

- ensure that our policy and procedures are developed to ensure they are aligned with overall aims and objectives of our strategic ambitions, are inclusive and readily accessible to all members of staff and reflect the relevant employment legislation and good practice;
- support principles of working in partnership with our recognised trade unions and colleagues to share challenges, develop shared solutions and, as far as possible, reach agreement on change proposals through a consultative and collaborative approach to delivering organisational change or redundancy effectively;
- provide a framework where all matters relating to discipline, grievance, performance and absence are effectively managed;
- not tolerate a working environment of bullying, harassment or victimisation;
- ensure that all colleagues are aware of the standards of conduct and performance that are expected of them and provide support, encouragement and guidance to enable staff to achieve those expectations;
- provide a framework where work-life balance is encouraged and promoted through our range of family friendly benefits and working practices;
- ensure that attraction, recruitment, selection and induction practices are transparent and applied fairly and consistently;
- reward and recognise individual and team contribution to the University.

Responsibilities

The endorsement and upholding of the principles of this Policy Statement are the responsibility of the University Court. The Vice-Principal (People & Student Wellbeing) is responsible for leading the activities within the University which fall under this Policy Statement.

Approval

This Policy Statement was approved by the University Court on 7th June 2018.

Monitoring and Review

Subject to consultation, this Policy Statement may be added to, reviewed or amended from time to time to reflect changes in employment law or best practices in effective people management or in light of changes required to better support the University's strategy.

Equality Impact Assessment

A full Equality Impact Assessment was carried out in March 2024.

Related Guidelines, Procedures and Protocols

Employee Relations	
Procedures	Guidelines
<ul style="list-style-type: none"> • Absence Management • Disciplinary • Grievance Resolution • Organisational Change • Redeployment • Redundancy • Supporting Performance Improvement 	<ul style="list-style-type: none"> • Guidelines: Dignity & Respect at Work • Guidelines for Managers: Disciplinary • Guidelines for Staff: Disciplinary • Guidelines for Staff: Grievance Resolution • Guidelines for Managers: Grievance Resolution • Guidelines: Organisational Change • Guidelines: Supporting Performance Improvement • Guidance on Staff Attendance during Severe Weather Conditions
Equality & Diversity	
Procedure	Guidelines
<ul style="list-style-type: none"> • Equality, Diversity and Human Rights Code • Equality Impact Assessment Toolkit 	<ul style="list-style-type: none"> • Menopause Guidance for Managers
Family Friendly	
Procedure	Guidelines
<ul style="list-style-type: none"> • Adoption and Surrogacy Leave and Pay • Career Break • Carer's Fund • Carer's Leave • Dependants Leave and Pay • Flexible Working • Maternity Leave and Pay • Parental Leave • Paternity Leave and Pay • Retirement • Returners Scheme • Shared Parental Leave 	<ul style="list-style-type: none"> • Guidelines – Maternity Leave and Pay
Resourcing	
Procedure	Guidelines
<ul style="list-style-type: none"> • Emeritus Professors • Engaging non-permanent workers • Recruitment and Selection • Relocation Expenses • Visiting and Honorary Academic Appointments 	<ul style="list-style-type: none"> • Guidelines: Probationary Period
Reward & Recognition	
Procedure	Guidelines
<ul style="list-style-type: none"> • Academic Promotions Process • Additional Annual Leave Purchase • Associate Lecturer Procedure • Local Staff Recognition • Regrading • Salary Recognition and Reward • Staff Appreciation and Recognition Scheme (STARS) 	<ul style="list-style-type: none"> • Guidelines: Salary Recognition & Reward • Guidelines: Use of Associate Lecturers