

DEPARTMENTAL COMMITTEE MEETING

Wednesday 5th December 2018, 10-12

AGENDA

1. Presentation and discussion of the University's Dignity and Respect Policy with Annie McLaughlin, (10:00-10:20am)
2. Address and Q&A session with the Dean of Science, Professor Iain Stewart (10:20-11.00am)
3. DC business (11:00-12:00)
 1. Introduction by Head of Department: P McKenna
 2. Minutes of previous meeting (5.10.18)
 3. Head of Department Report / Strategic activities: P McKenna
 - Teaching: N Langford and B McNeil
 - Research: G McConnell, including REF: J Jeffers and PGR: G Robb
 - Knowledge Exchange: A. Kemp, deputising for K Mathieson
 - Operational Excellence: Safety: A W Cross; Equality and Diversity: G Weir; Disability: K Munro; Finance: K Munro; Infrastructure – J Gillan
 4. Any other business

Equality and Diversity

Dignity and Respect policy and practice at Strathclyde



Plan for the session

- What do we mean by Dignity and Respect?
- Why do we need a policy and what's in it?
- What constitutes bullying, harassment and unacceptable behaviour?
- What should I do if I am subjected to or witness such behaviour?
- What can I expect to happen next?
- What else can we do to promote a positive environment?
- Some further resources and support

What do we mean by Dignity & Respect?

- ✓ The basics: bullying and harassing behaviours are not tolerated
- ✓ A positive culture, where all individuals are respected and their contributions valued
- ✓ Fair treatment, regardless of personal & protected characteristics
- ✓ Feeling confident and secure in raising and addressing issues where they arise

Why do we need a policy?

- **Equality Act 2010 prohibits**

- ✓ *Discrimination*
- ✓ *Victimisation*
- ✓ *Harassment*
- based on any of the Protected Characteristics

- **The Act also protects where there is:**

- ✓ *a perception of a protected characteristic*
- ✓ *association with someone who has a protected characteristic*

- **Function of the policy**

- ✓ *Ensuring compliance with the Act*
 - particularly regarding discrimination etc.
- ✓ *Outline formal and informal support mechanisms*
 - and clarity on what constitutes breach of policy
- ✓ *Provide consistency and transparency*
 - to ensure the approach is fair and applied equally

What's in the policy?

Covers staff/students but also visitors, contractors, suppliers etc

- ✓ University and individual responsibilities
- ✓ Support routes for those who have experienced or been accused of behaviour that breaches policy
- ✓ Methods of seeking resolution
- ✓ Informal and formal complaint processes
- ✓ Definitions of bullying, harassment and victimisation
- ✓ Guidance on investigating complaints

What do we mean by bullying?

- ✓ Offensive, intimidating, malicious or insulting behaviour
- ✓ Intentionally or otherwise undermines, humiliates, denigrates or injures
- ✓ Normally characterised by a pattern of behaviour
- ✓ Some isolated incidents could constitute bullying
- ✓ Doesn't need to happen face to face
- ✓ Differentiated from the legitimate exercise of management or supervisory responsibility
- ✓ Potential consequences for employment or study, but certain types of bullying can also be unlawful

What do we mean by harassment?

- ✓ Unwanted conduct, potentially related to a PC
- ✓ Has the **purpose** or **effect** of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment
- ✓ Behaviour that could reasonably be considered as having the effects described
- ✓ Types of harassment may breach the Equality Act if based on a PC (or perception of or link to a PC)
- ✓ This includes offensive behaviour not targeted at a specific individual or group
- ✓ Doesn't need to happen face to face
- ✓ Victimisation: unfair treatment after making a complaint

Examples of bullying

- ✓ Picking on people and unreasonably criticising their performance
- ✓ Unreasonable withdrawal of authority and responsibility
- ✓ Imposing unrealistic objectives or changing objectives without reasonable justification
- ✓ Isolation or non co-operation; exclusions from meetings, or work-related social events etc
- ✓ Aggressive behaviour or conduct, physical or verbal
- ✓ Reacting to a minor issue with the same vehemence as a major one

Examples of harassment

- ✓ Racist language or jokes or derogatory comments about national origin
- ✓ Unwelcome sexual advances which may include touching, invasion of personal space, requests for sexual favours
- ✓ Comments which imply that gender impairs a person's ability
- ✓ Excluding people from conversations, meetings or social events on the basis of sexual orientation
- ✓ Jokes about a person's disability
- ✓ Insensitivity to religious beliefs such as the use of sectarian language
- ✓ Homophobic jokes.

What about...

- ➡ One off minor issues of impatience, pre-occupation or lack of courtesy
- ➡ Legitimate exercise of management or supervisory responsibility
- ➡ i.e. feedback or action from manager relating to conduct or performance providing it is clear and consistent with policy
- ➡ Disagreement with a decision or instruction issued by a manager
- ➡ Proven instances of complaints being orchestrated with malicious intent or vexatiously

Unconscious bias

- An understanding of our unconscious/implicit biases provides psychological insights into how our own behaviour might be affected by prejudice and what we can do to reduce or eliminate its influence in the decisions that we make
- Harvard's Project Implicit site has a free tool to help explore your unconscious bias
- The University also has an online course in Understanding Bias

What should I do if I experience or witness unacceptable behaviour?

Can take personal action, if appropriate and desired

- ✓ directly, via a conversation
- ✓ indirectly, e.g. request for D&R discussion at team meeting

Mediation

- ✓ Voluntary, targeted at moving forward rather than attributing blame

Complaints process

- ✓ Formal/informal complaint
- ✓ If regarding an external party, report in first instance to line manager

What can I expect?

- ✓ Confidentiality and sensitivity
- ✓ Consistent and equitable investigation
- ✓ Option to bring an advisor, colleague or union rep to meetings
- ✓ Interviewer should not pre-judge before hearing from both parties
- ✓ Complaint should be recorded in writing
- ✓ Timely investigation and resolution in line with the University Complaints Policy
- ✓ Confidence that making or supporting a complaint will not result in victimisation

Promoting a positive environment

- ✓ Make ourselves familiar with this policy and our responsibilities
- ✓ Engage with training which supports the implementation of this policy
- ✓ Behave in a positive manner to ensure the University is a community within which all members are treated with courtesy and respect
- ✓ Not participate in, or condone, acts that could be perceived to constitute discrimination, harassment, bullying or victimisation
- ✓ Modify behaviour should we become aware that we have behaved unacceptably in relation to this policy
- ✓ Managers have a responsibility to address any incidents of bullying, harassment or victimisation that they observe or witness even though no complaint may have been made by the subject

Further resources and support

- Human Resources
- Dignity and Respect Advisers
- Employee Counselling Service
- Trade Union Representatives
- Equality and Diversity Manager
- Health and Safety Executive
- Equality and Human Rights Commission
- Student Counselling
- The Advice Hub at the Students Association
- The University Chaplaincy
- Adviser of Studies or Academic Counsellor



University of **Strathclyde** **Glasgow**

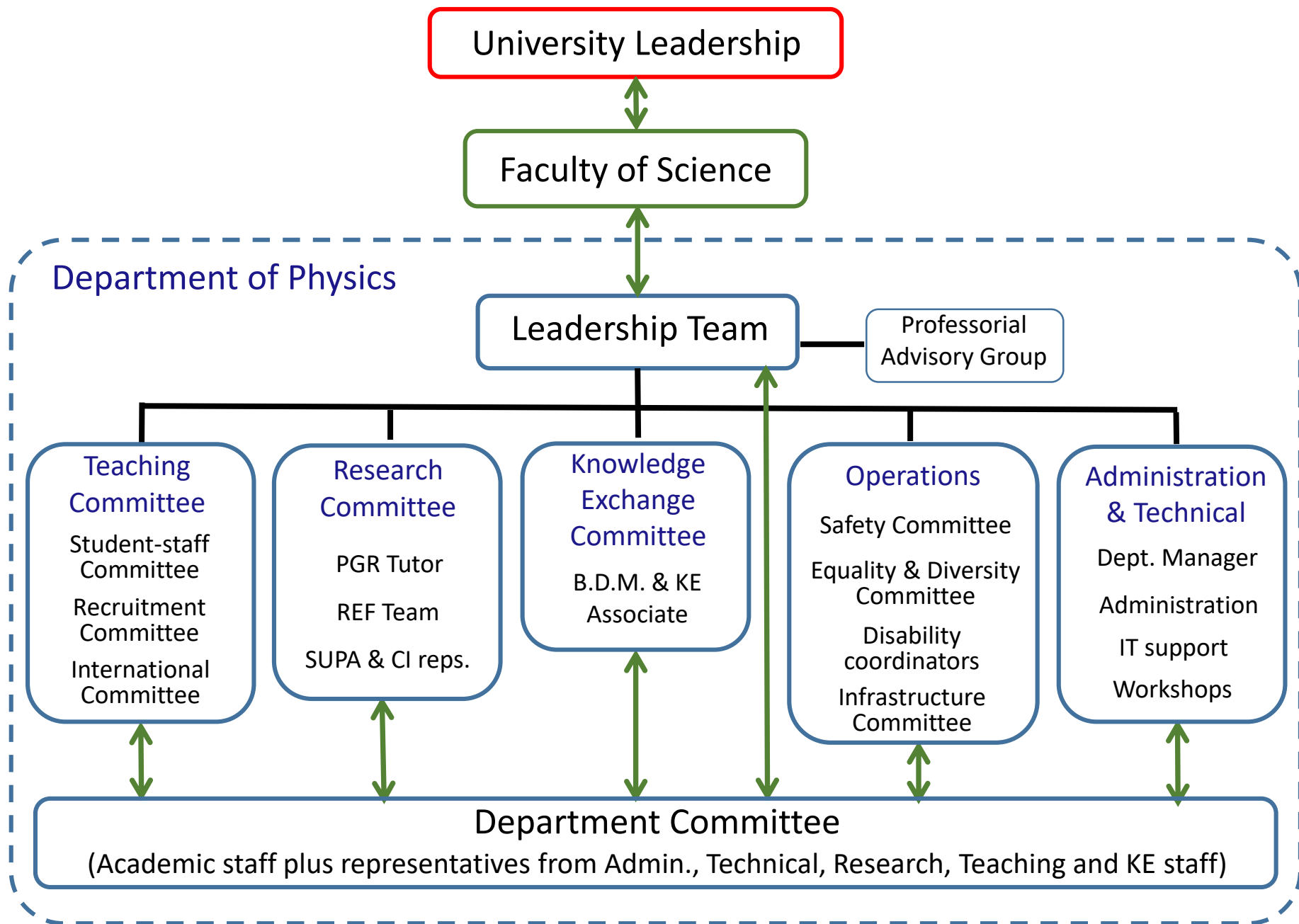
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Roles and responsibilities

Head of Department

Prof. Paul McKenna

Deputy HoD: Prof. Erling Riis

HoD Secretary: Mrs. Catherine Cheshire

Teaching

Director of Teaching

Dr. Nigel Langford

Deputy DoT:

Dr Brian McNeil
& Dr Alison Yao

PGT Director

Prof T. Ackemann

PGT Admissions

Dr Yu Chen

UG Assessments Officer:

Dr. Kevin Ronald

Year Coordinators

1st Yr – Dr. A. Yao
2nd Yr –Dr N. Langford
3rd Yr –Dr.O. Rolinski
4th Yr –Dr. N. Langford
5th Yr –Dr. N. Langford

NSS Champion

Dr. Ben Hourahine

International Student Coordinator

Dr. Francesco Papoff

Research

Director of Research

Prof. Gail McConnell

REF Coordinator & Deputy DoR

Prof. John Jeffers

REF Impact Co-ord.
Dr Brian McNeil
Prof. Alan Kemp (from
Spring 2019)

Post Graduate Tutor

Dr. Gordon Robb

Deputy PGT:

Dr Brian Patton

Research Divisions

Nanoscience
Optics
Plasmas
Institute of Photonics

Open Access Champion

Prof. Gian-Luca Oppo

Knowledge Exchange

Director of Knowledge Exchange

Prof. Keith Mathieson

KE Associate

Dr. Susan Spesyvtseva

Business Development Manager

Unfilled

Operational Excellence

Department Manager

Mrs Gabrielle Weir

Department Administrator

Ms Kirsten Munro

IT Support Coordinator

Mr. Timothy Briggs

Infrastructure Coordinator

Mr. John Gillan

Workshop Coordinator

Dr. David McKee

Elect: Damien Berger

Mech: Robert Wylie

Department Safety Convener

Prof. Adrian Cross

Deputy: Mr John Gillan

Disability Contacts

Ms Kirsten Munro
& Dr. Aidan Arnold

Equality & Diversity Coordinators

Mrs Gabrielle Weir
& Dr. Carol Trager-
Cowan

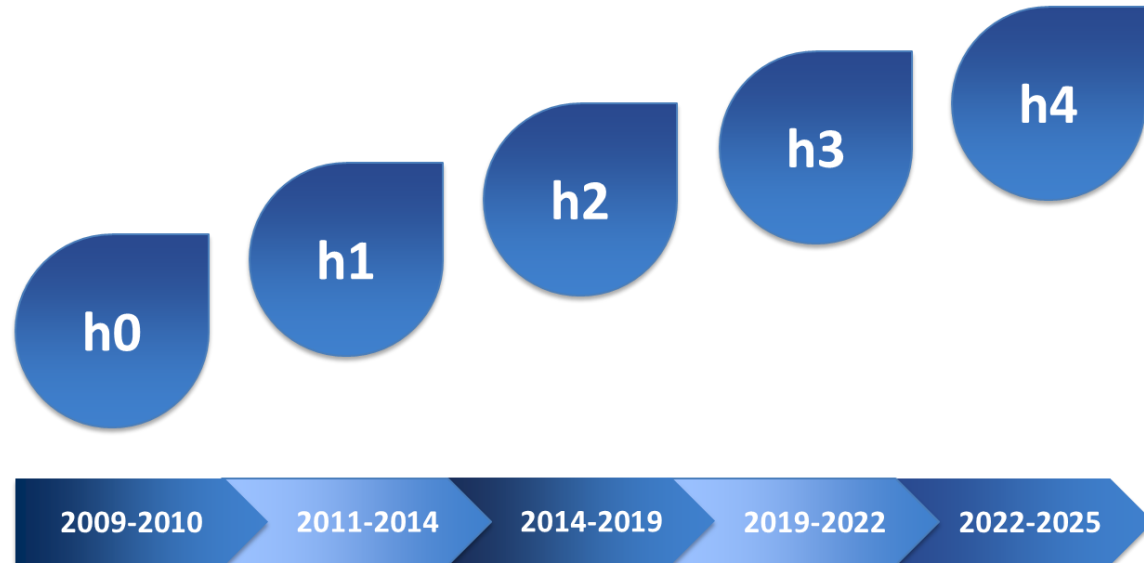
Outreach Coordinator

Dr. Paul Griffin

Library Representative

Dr. Bengt Eliasson

University's Strategic Plan – Vision 2025



- Planning for Horizon 3 of the University's Vision 2025 timeline,
- Planning and Budget-setting Round for 2019-20 is underway

Department strategic activities aligned to University strategy:

Outstanding Student Experience	Internationally-Leading Research	World-Leading Innovation & Impact	Operational Excellence	Global Engagement
<ul style="list-style-type: none"> • Reshape our teaching portfolio and assess opportunities for introducing new courses • Review and adapt our action plan to maintain a strong performance in the NSS • Increase our overseas and RUK UG and PGT student intake through recruitment drives • Work to ensure SIMD 0-20/21-40 intake targets met • Assess the viability of online UG modules 	<ul style="list-style-type: none"> • High quality submission for REF 2021, including compelling Impact Case Studies & all staff with 3*/4* outputs • Intensify our research via optimizing existing activities and new GTAP and CF appointments • Increase our grant income via active support mechanisms • Maintain a high research recovery • Increase our success rate in Fellowships • Increase our PGR population (CDTs, iCASE, NPL, Doctorate@Work candidates etc) 	<ul style="list-style-type: none"> • Increase our number of KTPs (first secured in 2018) • Develop spin-outs opportunities (build on successes: mLED, Cascade, IBH, MicroLase) • Increase our consultancy income through regular engagement with industry • Reappoint a Commercial Business Development Manager • Leverage funds from the Industrial Strategy Challenge Fund 	<ul style="list-style-type: none"> • Improve our financial sustainability (grant income, savings and unrealised income) • Secure Athena SWAN Bronze and implement new action plan; Equality & Diversity Committee • Reshape our research lab space provision, including services • Improve our Estates (e.g. a working lift) 	<ul style="list-style-type: none"> • Enhance our International student recruitment • Pursue new articulation arrangements • Increase the number of students registered on 'in-country PhDs', 'PhD Plus' and Doctorate@Work • Submit research proposals and win grants with our International Strategic Partners