

The Babraham Institute

BI-HR-002 EQUALITY, DIVERSITY & INCLUSIVITY  
POLICY

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Researcher (Dry)

Visitors

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## 1. Definitions

-	Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions.
o	Employees and Babraham Institute registered PhD students.
Worker	Staff, Research Fellows (honorary), Honorary Members of Faculty, visiting students, visiting researchers and workers (including consultants and secondees), workers provided by a third party / contractors, and Trustees.
\	Non-worker visitors and members of the public.
Equality"	Relates to creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is mainly about fair treatment and compliance with legislation (the Equality Act 2010) designed to address unlawful discrimination against those who share a protected characteristic.
-	Equity recognises that everyone has different circumstances and may need different resources and opportunities to reach an equal outcome. See also "Positive action"
Diversity	Recognising and valuing difference in its broadest sense by creating a culture and practices that recognise, respect,



- 2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The [Institute Values](#) set out our approach to how we operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.
- 2.3. The Institute'

## 5. Principles

- 5.1. All workers and other individuals that we come in to contact with in the course of our work will be treated fairly and with respect as outlined in the Institute's Code of Conduct

- 5.11. Discrimination or harassment will not be tolerated in any form (see definition in section 1). Incidents of discrimination should be addressed under the Grievance Policy (BI-HR-004) and allegations relating to harassment and bullying should be addressed via the Harassment & Bullying Policy (BI-HR-003). Visitors can raise complaints through the Complaints Policy (BI-COR-009). Discrimination and instances of harassment by individuals because of age, disability, gender reassignment, race religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy or maternity will be treated as a serious offence and in the case of staff will be dealt with under the Disciplinary Policy (BI-HR-005). Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice or, in the case of those who are not employees, removal from the Institute.

## 6. Accountabilities & responsibilities

- 6.1. All individuals have a responsibility to:
- Cooperate with measures introduced by the Institute that promote equality, diversity and inclusivity, and prohibit discrimination.
  - Not act in a way that contravenes this policy.
  - Advise the Institute if they are aware of any discriminatory conduct either against themselves or any third party that contravenes the essence of this policy.
- 6.2. The completion of Equality and Diversity and Dignity at Work training is mandatory for all workers to ensure they understand their responsibilities. The HR team will arrange the training within six months of workers joining the Institute and refresher training will take place every three years.

## 7. Transgender & transitioning guidelines

- 7.1. The Institute aims to create an inclusive trans-friendly culture where all transgender and non-binary people are treated with dignity and respect in the gender with which they identify, irrespective of their legal sex. No one will be treated less favourably than any others on the grounds of gender identity or reassignment. We recognise this protected category can be poorly understood and have therefore included appendices with further information and guidance.
- 7.2. Appendix 1 outlines guidelines on how transgender and non-binary people can expect to be supported at the Institute.
- 7.3. Appendix 2 sets out guidelines for transitioning at work.
- 7.4. Appendix 3 is a sample action plan for transitioning at work. This is not prescriptive and can be adjusted as required.

## 8. After leaving employment

- 8.1. All workers are reminded that they are expected to treat former workers in accordance with the spirit of this policy.



- 8.2. All requests from third parties for information about former workers must be discussed with HR in the first instance, and any informal references or opinions about former workers must not be made or given to third parties on behalf of the Institute under any circumstances.

## 9. Further information

- 9.1. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.
- 9.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.
- 9.3. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.

## Appendix 1 Ì Transgender guidelines

### Additional definitions

Transgender or Trans

Used to refer to



prejudice and misunderstanding and can involve verbal

## Harassment & bullying

The Institute recognises it is the right of every individual to choose whether to be open about their

## Appendix 2 | Transitioning at Work Guidelines







## Appendix 3 Ì Sample action plan for transitioning at work

Current Name

New name and pronouns

Facilities

Records