**EDINBURGH NAPIER DIVERSITY MONITORING FORM**

**Why does the University need this information?**

Edinburgh Napier University is committed to the creation of an inclusive culture. We are also committed to equality of opportunity. The primary aim of our Inclusion Statement

(<https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/EqualityDiversity.aspx> ) is to ensure that all staff are treated equitably and are not discriminated against on grounds of gender, marital status, race, religion or belief, ethnic origin, nationality, sexual orientation, age or disability.

Collecting this information on staff diversity enables us to monitor our progress, and is held on a computerised database covered by the provisions of the Data Protection Act.

**What if I don’t want to complete this form?**

As part of our legal duties as a public body we are obliged to collect data on the diversity of those we employ, and those that apply but fail to secure employment. Whilst completion is not mandatory, providing your data will provide a more accurate picture of our staff profile.

**What happens to this information once I have completed this form?**

The information on this form goes directly to the Human Resources Department and is not seen by anyone else. Human Resources staff will collate all the information provided and report on, for instance, how many men and women are employed by the University and at what level. Monitoring data like this will help identify imbalance.

**Who will have access to this information?**

Only staff in Human Resources will have access to this form for the purposes described above.

**What if my status changes?**

If your status changes while you are employed by the University you should update your information using **Employee Self Service** – known as **HR Connect**. Examples of such changes could include getting married/civil ceremony or divorced, acquiring a disability or changing religion.

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| **Are you** |
| Single | ❑ | Married | ❑ | Civil Partnership | ❑ |
| Separated | ❑ | Divorced | ❑ | Co-habiting | ❑ |
| Widowed | ❑ | Partner | ❑ | Prefer not to say | ❑ |
| **Are you**  |
| Male ❑ | Female ❑ | Unspecified ❑ |
| **Are you** |
| ❑ Heterosexual/ Straight  | ❑ Bi-sexual | ❑ Gay man | ❑ Gay woman/ Lesbian  | ❑ Prefer not to say  |
| **Religion****Do you consider yourself as belonging to a particular religion?** ❑ Yes ❑ NoIf yes, are you: ❑ Christian (Protestant) ❑ Christian (Roman Catholic)❑ Other Christian   | ❑ Buddhist ❑ Hindu❑ Jewish❑ Muslim ❑ Sikh❑ Other ❑ Agnostic ❑ No Belief ❑ Prefer not to say |
| **What is your nationality?** |
| **What is your ethnicity?**❑ British❑ White British❑ White Irish❑ White Scottish❑ White English❑ White Welsh❑ Any other White Background ❑ African❑ Caribbean ❑ Any other Black Background ❑ Indian❑ Pakistani❑ Bangladeshi❑ Chinese❑ Any other Asian Background | ❑ White and Black Caribbean❑ White and Black African❑ White and Asian❑ White and Chinese❑ Any other Mixed Background ❑ Any other Ethnic Background❑ Gypsy Traveller ❑ Non national ❑ Not stated  |

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| **Do you consider yourself to have a disability? \*\* *see below information***❑ Yes- disabled ❑ Not disabled❑ Prefer not to say ❑ Not knownWe use the Equality Act 2010 definition, which is*“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.* If yes, is it one of the following:❑ Dyslexia❑ Hearing Impairment❑ Blind/partially sighted/visually impaired❑ Wheelchair User/mobility difficulties❑ Mental Health difficulties (please specify below)❑ Hidden disability such as epilepsy or diabetes (please specify below)❑ Multiple disabilities (please specify below)❑ Learning difficulties (please specify below)❑ Personal Care Support❑ Disability not listed (please specify below)Additional information: |

\*\* The University adopts an inclusive and supportive approach to employing staff with disabilities and you are advised to disclose a disability, if you have one. Not all disabilities are covered by the Equality Act 2010 and if you are unsure you should disclose it anyway.

If you choose to disclose a disability you will be contacted by a member of Human Resources to ensure that any reasonable adjustments you require to your workplace are fully considered and, if appropriate, put into place.

If you do not disclose a disability that potentially makes you incapable of doing the job you were recruited to do, and a reasonable adjustment cannot be made to your prospective workplace, the University may regrettably terminate your employment.

