

Terms of Reference

EDI Dignity and Respect Oversight Group

Purpose

The purpose of this group is to oversee the implementation of the Bullying and Harassment policy and Sexual Misconduct policy for the UCD community and supporting framework. It will be the responsibility of this group to monitor this cultural change, to embed it into the fabric of the University and to strive to make UCD a sectoral leader in this area. This group is a sub-group of the UMT Equality, Diversity and Inclusion Group and will report on progress through this group to the UMT and Governing Authority of the University.

Objectives

This group will provide oversight and guidance and enhance transparency around bullying, harassment and sexual misconduct and supports implementation of key streams of work as follows:

Culture

- Support the building of a culture whereby bullying, harassment and sexual misconduct are not tolerated and where an environment of dignity and respect prevails for students and employees studying and working in UCD.
- Act as Champions for a positive culture of dignity and respect and trust in the support and reporting process.

Training

- Advise and oversee the dignity and respect training and awareness raising programmes and consider developments nationally.
- Promote and encourage the completion of dignity and respect training and awareness raising programmes across UCD by students and employees

Communication

- Deliver on the proactive communication strategy that is in place to increase understanding and awareness of policy, process and supports in UCD in relation to bullying, harassment and sexual misconduct for students, employees and others.
- Continue engagement with external agencies and build partnerships (e.g. DRCC, HEA) to ensure our policies and practices align with good practice.

Supports

- Have oversight of the activities of the Dignity and Respect Support Service across the University so that it can continue to be embedded.
- Monitor engagement by students and employees with the Dignity and Respect Support Service

Data Monitoring and Reporting

- Observe and evaluate statistical data to assess the impact of the policies and broader support framework and the Consent Framework.
- Identify emerging trends or patterns of behaviour over time and oversee initiatives to address these trends e.g. Dignity and Respect Assessments, targeted communications campaign etc.
- Ensure there is transparency in relation to Dignity and Respect in UCD through the publication of an annual dignity and respect report.

Other

- Advise on best practice nationally and internationally and make recommendations to senior management.
- Oversee the periodic review of the Bullying and Harassment policy and Sexual Misconduct policy and supporting documentation as these policies are iterative in nature.

Membership

The membership of the group will meet the gender balance requirement and be representative of categories of employees, students, areas and minority groups across UCD. Members will be appointed through a combination of roles-based appointments, nominees and expressions of interest.

Representative will include:

- UMT Member (Chair) (*Ex Officio*)
- Dean of Students (*Ex Officio*)
- Director, Culture & Engagement (*Ex Officio*)
- Senior EDI Manager (*Ex Officio*)
- SECCA Manager (*Ex Officio*)
- Head of Student Advisers (*Ex Officio*)
- Estate Services Manager (*Ex Officio*)
- Dignity and Respect Response manager (*Ex Officio*)
- Culture and Engagement representative
- Student Union Representative
- Dignity and Respect Student Ambassador representative
- Societies Officer (or nominee)
- Sports Development Manager (or nominee)
- Vice-Principal for EDI Representative
- Academic Expert in the area of D&R
- Legal Representative
- Dignity and Respect Support Colleague representative
- Head of School/Unit Representative
- Employee Representatives

Term of Office

A number of members on this group are in an ex officio capacity due to their role and therefore will remain members of the group until they cease to be in that role. The term of office of other members will vary from 3-4 years in order to ensure a staggered turnover of membership and to help maintain consistency in the work of the group. Members may be appointed for a second term (maximum of two terms).

Ways of Working

Working Groups of the Dignity and Respect Oversight Group will be established from time-to-time to enable the group to undertake its work. Individuals may be co-opted as required and consultation will take place through established channels. Engagement with external experts and other external stakeholder groups will take place as required with a commitment to hold one annual engagement event.

Frequency of Meetings

The group will meet once every quarter or more frequently if required. Sub-groups may meet more frequently outside of the quarterly group meetings.

Reporting

The Dignity and Respect Oversight Group will report to the EDI Group quarterly, and UMT and the Governing Authority annually through the Dignity and Respect Annual Report which will be published following approval.

Support

The meetings and work of the group will be supported by the EDI Unit.