

Terms of Reference

EDI Dignity and Respect Oversight Group

Purpose

The development of the UCD Bullying and Harassment policy and Sexual Misconduct policy, associated documents and set of recommendations following an 18-month review, represents a transformational culture shift for the University. The establishment of the EDI Dignity and Respect Oversight Group is one of the key recommendations of the [Dignity and Respect Review Report](#) which was approved by the UMT on 28 April and endorsed by the Governing Authority on 13 May. 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 set of recommendations as per the Dignity and Respect Review Report. It will be the responsibility of this group to monitor this cultural change, to embed it into the fabric of the University. 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.
- Be seen as a sectoral leader in this area.
- Oversee the periodic review of the Bullying and Harassment policy and Sexual Misconduct policy as these policies are iterative in nature

Training

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

Communication

- Ensure that there is a proactive communication strategy 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.
- Enhance engagement with external agencies and build partnerships e.g. DRCC, HEA etc

Supports

- Oversee the embedding of the new Bullying, Harassment and Sexual Misconduct Advisory Service
- Monitor engagement by students and employees with this service and other supports available in UCD

Data Monitoring and Reporting

- Monitor progress in relation to the implementation of the policies and broader Dignity and Respect Framework and Consent Framework under the EDI group and in association with the ¹ESHTE group.
- Establish KPIs to assess the impact of the policies and broader framework

¹ Ending Sexual Violence in Third Level Education Project

- Monitor statistical data relating to reports made under the Report and Support tool, formal dignity and respect complaints and contacts with designated supports roles such as the Dignity and Respect Contact Persons and the Dignity and Respect Report and Support Advisors.
- Ensure there is transparency in relation to Dignity and Respect in UCD through the publication of statistics and actions to address themes arising.

Environmental Assessments

- Direct both periodic and targeted environmental assessments based on available data to be undertaken to assess the culture in an area in relation to Dignity and Respect.

Other

- Advise on best practice nationally and internationally and make recommendations to senior management.
- Oversee future reviews of the policies and supporting documentation

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. There will also be external representation from expert groups. 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*)
- Strategic EDI Manager (*Ex Officio*)
- SECCA Manager (*Ex Officio*)
- Head of Student Advisers (*Ex Officio*)
- Estate Services Manager (*Ex Officio*)
- Dignity and Respect Support Service representative
- Culture and Engagement representative
- Dignity and Respect Implementation Project Manager
- Student Union Representatives
- Clubs and Societies representative
- Vice-Principal for EDI Representative
- Academic Experts in the area of D&R
- Legal Representative
- External Representatives
- Dignity and Respect Contact Persons 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

Sub-groups or Working Groups of the Dignity and Respect Oversight Group will be established over time to enable the group to undertake its work to include but not limited to: Data Monitoring and Environmental Assessment sub-group, Student sub-group and Employee sub-group. Other individuals may be co-opted on to sub-groups or working groups outside of the main group to support the different

streams of work. Consultation on work will take place via established employee groups. A student consultative forum will also be established to facilitate consultation with key student groups.

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 and UMT on a quarterly basis and annually to the Governing Authority. An annual report will be prepared and submitted annually to the EDI Group, UMT and GA.

Support

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