

Q&A

Employee Diversity Survey 2019

Q. 1 When will the survey be open?

A The survey will be live for two weeks from **Monday 25 February 2019** until **Friday 8 March 2019**

Q. 2 Why should I complete it?

A The more feedback we receive from our staff, the more representative the results will be and this means we can make informed changes around race, gender and inclusion. Your participation will help make the University a better place in which to work. Your views are important and you are encouraged to complete the survey as honestly as possible.

Q. 3 How does the survey feed into the wider University strategic priorities?

A Responses to the survey will be fed into the Athena SWAN and Race Equality Charter (REC) discussions and action plans. This will include sharing findings with the University Executive Board (UEB)/ Equality Diversity and Inclusion (EDI) Committee and the various Athena SWAN and REC Self-Assessment Teams.

The output will help us to deliver against our [Simply Better](#) strategic principles of Collegiality and Quality by helping to:

- create a great place to work
- support high performing leadership and management
- develop a community built on trust and taking personal accountability
- support the recruitment, development and retention of diverse, high quality staff

Q.4 How will you protect my anonymity?

A The survey will be administered and independently analysed by [ORC International](#) on behalf of the University. ORC International belongs to the Market Research Society and is bound by their strict [Code of Conduct](#) and confidentiality rules. You can see their Privacy Policy [here](#).

Safeguards that have been put into place include:

- the survey has abided by the [University's ethical, and quality assurance requirements](#).
- no member of staff will be able to see how an individual person has responded.
- ORC will only supply data for groups of individuals where at least 10 individuals have responded.
- ORC will keep all data according to ISO 20252 and data protection requirements.
- the data collected is fully compliant with our University Employee Privacy Notice which you can find at [HR data protection webpage](#).
- any information collected in the 'Your suggestions' section of the survey, which is the last question, is anonymised and used only for statistical reporting purposes.

Q. 5 Why are we doing a University wide Athena SWAN and Race Equality survey?

A The University will be submitting its Athena SWAN Silver renewal application in November 2019 and making its first application for the Race Equality Charter in January 2020. Consultation is fundamental to both Charters for a successful application. We have

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combined the requirements of the Charters into a single survey. The Employee Diversity Survey will be used as the basis of the University's Charter applications and action plans.

Q. 6 *How can I access the survey?*

A All staff will receive an email with a link to the survey. The email will be sent by [ORC International](#) who are the agency managing the survey on behalf of the University.

Q. 7 *How much of my time will it take?*

A Please allow 10-15 minutes to complete the survey. You will be able to save your response part-way through and return another time to finish it if necessary.

Q. 8 *What should I do if there is a question I am not comfortable answering?*

A Please try to answer every question. However, all questions are voluntary, so if you come across a question that is not relevant to you, or lies outside your area of knowledge, please leave it blank. In the 'About You' section you can choose the option of 'Prefer not to say'. You can choose not to complete the survey at any point before you submit it.

Q. 9 *If I have any concerns or issues that have arisen from the survey where can I get further support?*

A. There is a variety of support available for staff. Please contact the Diversity Team for further guidance at diversity@soton.ac.uk

Q. 10. *If I want further understanding about equality, diversity and inclusion in the workplace – where can I access it?*

A. In the first instance, please feel free to visit the [Diversity website for further information](#). The Diversity team may be contacted at diversity@soton.ac.uk

Q. 11 *What results will be published and when?*

A We aim to share the results beginning of April. The survey forms an important part of our on-going work to renew our existing Athena SWAN silver award. In addition, it will form part of our application for an institutional Race Equality Charter award and the Faculty/School level Athena SWAN submissions. Reports summarising the survey responses will be shared with UEB/ University Equality, Diversity and Inclusion Committee, Athena SWAN self-assessment teams and Race Equality Charter steering group and related working groups to inform their discussions and action plans. These groups are responsible for communicating and disseminating the relevant themes from the survey and action plans relevant to their individual faculties or services.

Q. 12 *Are there any people / teams excluded from the survey?*

A All staff employed on an established contract on the 15 February 2019 are included in the survey.

Q. 13 *Who is ORC International?*

A ORC International are the administrators of the survey. They will provide analysis of the data directly to the UEB. In the UK, they are the leading provider of employee research services within the Public and Private sector. They work with a number of Russell Group

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Universities, including the University of Birmingham, University of Cambridge, Cardiff University, LSE, University of Sheffield and University of Warwick.

Q. 14 *Have you obtained ethics approval for this survey?*

A Yes, the survey has abided by the University's ethical and quality assurance requirements.

Q 15 Who will see my open comments?

A Comments will be analysed by ORC International who will ensure that comments cannot be attributed to an individual. Comments will be made available in a report format where thirty or more individuals in any group or category have responded, to avoid accidental identification of an individual. Reports will be shared with the University EDI Committee, Athena SWAN self-assessment team and Race Equality Charter steering and related working groups.