



# EQUALITY DIVERSITY AND INCLUSION POLICY

## TABLE OF CONTENTS

1. Table Of Contents	2
2. Definitions	2
3. Introduction	3
4. Scope	3
5. Roles And Responsibilities	3
6. Aims And Objectives Of The Policy:	4
7. Implementation Of The Policy	6
8. Complaint And Redressal	6
9. Policy Review	7
10. Training To Raise Awareness	7
11. Further Information	7

---

### DEFINITIONS

**Equality at Workplace:** Is providing fair treatment to all staff regardless of their gender, religion, nationality, race, sexual orientation, age or any personal relationships. In organisations, equality denotes that people are given equal professional opportunities at similar levels irrespective of their personal differences.

**Diversity:** Workplace diversity is an understanding and acceptance to value differences among people displayed through their education, experiences, intellectual and cognitive skills and personality traits.

**Inclusion Policy:** Inclusion at the workplace is a process to ensure Diversity. It is a culture where people of diverse backgrounds feel comfortable and confident to work in ways which suit them. Inclusion ensures that people's contributions are respected and they have the opportunity to add best value to the organisation. There can be no diversity without inclusion.

### INTRODUCTION

At Britts Imperial University College, we recognize the significance of providing equal opportunities, ensuring diversity and hence promoting a culture of Inclusion as our valued principles.

Our vision directs us to employ our workforce and train students to reflect a similar outlook towards inclusion of national and international diverse cultures.

We aim to be identified as a preferred education provider and employer where people are given equal opportunities to display their talents and add value to the organisation.

We ensure that our organisational policies and activities display equal treatment to all our stakeholders and build an environment where individuals can work to achieve their full calibre.

## **SCOPE**

This policy is applicable to all our current and future students and to staff working in differing roles engaged in academic or support activities, employed as permanent, contractual or on project basis. It covers any type of discrimination towards people in the form of race, religion, culture, nationality, gender, sexual orientation, age or any personal relationships. It will be our endeavour to include any further categories as deemed to be fit by the legislation of the land.

## **ROLES AND RESPONSIBILITIES**

- The Board of Directors have the ultimate accountability of ensuring this policy in all major decisions which impact the functioning of the organisation. While the functional leaders in academic and administrative domains will be responsible to for the day-to-day implementation under the major policy decisions by the Directors
- All other staff, stakeholders and students are bounded by the responsibility to read and understand the content of this policy

## **AIMS AND OBJECTIVES OF THE POLICY:**

1. To publish this policy equally amongst the staff, students and all other stakeholders, by keeping printed copies and also through a section on the company website
2. Promote awareness and understanding of this policy among staff and student training and guidance sessions
3. Follow the principles of the policy while designing other policies which may affect the working of individuals in the organisation
4. Take sufficient measures to eliminate discrimination of any form in the learning environment or for systems present to support the learning of students

5. Ensure that the existing staff and students, as well as those under stages of being applicants to seek employment and studies, receive fair treatment and are judged solely on their personal merit or by demonstration of relevant skills and abilities as deemed to be relevant to the job or the learning program
6. Ensure the general work and learning environment of the organisation to be open and welcoming to all
7. Undertake adjustments appropriate to the job or the learning environment to allow disabled staff and students overcome barriers while working or in pursuit of their learning activities
8. Ensure the inclusion of examples in the teaching and learning materials to be from diverse cultural and social backgrounds to create inclusion in the learning environment
9. To ensure a fair and equal monitoring system for students in their academic progress and disciplinary actions without any biases
10. Ensure that staff and students have access to appropriate means to feel confident to discuss issues related to Equality, Diversity and Inclusion among themselves and with authorities, and also raise any concerns if they feel insecure at any point of time
11. To comply with redressal of complaints on issues of Equality, Diversity or Inclusion as per guidelines duly mentioned in this policy
12. To undertake regular monitoring of the aims of this policy and assess the impact created through its implementation
13. Remove any disadvantages identified during the monitoring process or brought up through complaints to any section of people mentioned in the scope of this policy
14. Deal with actual and potential acts pertaining to violations of aims and objectives of this policy by taking appropriate remedial measures, not limited to disciplinary action against the perpetrators of such violations.
15. Build good relations among people who share similar characteristics and among those who do not to create vibrant diversity at the workplace and in the learning environment.
16. Take immediate action to remove imbalances caused in the recruitment of staff by identifying possibilities in either understanding of the aims of this policy or through a deliberate attempt by any staff involved in the process.

**17. EDI Policies regarding admission of students:**

- a. Britts Imperial University College will take efforts to eliminate discrimination in the admission of students based on any form as mentioned in the scope section.
- b. The College will provide admissions purely on their academic strength or as per any criteria laid down by the University responsible for assessing the final result of the program enlisted for by the student.

**18. EDI Policies regarding Recruitment and Selection of Staff:**

- a. Equality is an important guiding factor in the recruitment and selection of new staff to the organisation. All personnel involved in the process are required to keep themselves updated with this policy before they commence any new process in this regard or enter to bridge the gap in an ongoing process.
  - b. Advertisements in any media or any internal communication to fill in current or future vacancies should never at any point of time give any indication of discrimination on grounds as mentioned in the Scope of this policy.
  - c. Advertisement to any employment opening or any other medium to attract new applications should ensure diversity in their reach to an audience of varied background.
  - d. All advertisements, or notices should reflect the commitment of the organisation in providing equal opportunities and maintaining an inclusion policy to ensure diversity.
19. To collect all data relevant to any violation of EDI policies and undertake a trend analysis to find major areas of misconduct and take measures for improvement of this policy.
  20. To keep an open process of improvements to the policy by undertaking regular consultation with staff and students of Britts Imperial University College on EDI issues.
  21. Raise awareness of the commitment of Britts Imperial University College to EDI with external entities and partners and encourage them to follow similar good practices.

**IMPLEMENTATION OF THE POLICY**

The implementation of the policy though owned by the Board will be functionally driven by the Dean / Academic Head for teaching and learning affairs of students and by the HR Manager / Head for all aspects related to employment and duties of staff. The student support also will play an important part to ensure

awareness about this policy with the student community, right at the time of admission and also maintain a copy for ready reference. Any student or member of staff whoever at time feels to be a discrimination or harassment will be protected by the rules comprised in this policy.

Britts Imperial University College may also consider setting up a special committee in future to look into the design and implementation matters of Equality, Diversity and Inclusion policies. The proposed committee may be composed of members from the board, senior members of academic staff and HR representatives or any other member deemed to be fit at that time.

## **COMPLAINT AND REDRESSAL**

1. Any case of established or attempted violation of this policy in terms of denial of equal opportunity or harassment on grounds mentioned in the Scope section, or bullying will be considered a serious offence by the Britts Imperial University College management.
2. Any staff member, permanent or on contractual terms found to be engaged in denial of any rights mentioned in this policy will be subject to disciplinary action.
3. Such cases will be referred to the staff or the student disciplinary committee as the case may require. Depending on the severity of the violation the Board members reserve the right to intervene directly and guide appropriate action
4. All staff and students are encouraged to report any instance of being victimised or subject to violation of this policy. Britts Imperial University College will ensure that all complaints are dealt with appropriately and redressal is provided under proved violation cases

## **POLICY REVIEW**

The contents of this policy will be reviewed before the end of every academic year, by providing enough time to involve the feedback of the staff and students and make changes so the new policy document is ready well before the commencement of the new academic year.

## **TRAINING TO RAISE AWARENESS**

The HR department will ensure a session in the staff induction program to read out the contents of the EDI policy to the new joiners. Similarly the Dean / Academic head will guide the Student support to ensure that all students have read and understood the contents of this policy.

## **FURTHER INFORMATION**

Any further information or clarity about the content of the policy can be obtained from:

The Dean / HR Head

Contact: +971585046263