



DIVERSITY, EQUITY, AND INCLUSION POLICY

1) Objectives

- a) To set out the Universities' commitment to promoting and developing an inclusive working and learning environment for all staff, Faculty and students.
- b) To ensure a workplace and campus, where everyone can flourish and reach their potential.

2) Scope

- a) This Policy applies to all staff, Faculty, students, and visitors to the campus. Contractors are also expected to abide by this policy.

3) Policy Statements

- a) UAIU is committed to supporting, developing, and promoting equality and diversity in all its practices; and it aims to establish an inclusive culture, free from discrimination, harassment, and victimization.
- b) UAIU is committed to developing, promoting, and supporting equality and diversity in all of our practices and activities. We aim to provide a working and learning environment free from any form of stereotyping, harassment, intimidation, victimization, or discrimination on any grounds.
- c) It is recognized that different people and groups have different needs and that people have multiple identities and multiple needs. We will make reasonable adjustments and proportional changes to our processes and procedures to provide an accessible working and learning environments for all.
- d) We will ensure that every job applicant, course applicant, student, employee, visitor, vendor, or contractor is treated fairly, regardless of association and perception to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
- e) UAIU will work harmoniously with staff, Faculty and student representatives in the best interests of all concerned to create a more inclusive place to work and study.

4) Statutory Obligations and Legislation

- a) UAIU will meet and fulfil its statutory responsibilities as set out within all applicable Govt. laws and guidelines from time to time.
- b) UAIU, in the exercise of its functions will have due regard to eliminate unlawful discrimination, harassment victimisation, and other conduct prohibited by any applicable laws.
- c) UAIU accepts its statutory responsibilities and is committed to extending the principles laid down in law to any individual or groups, who are discriminated against or treated unfairly.
- d) UAIU will ensure that it is fully aware of its responsibilities towards the promotion of equality of opportunity and is committed to taking account of the diverse needs of groups when providing services.

5) **Discrimination**

- a) Four main types of discrimination shall not be tolerated at UAIU:
 - i) Direct discrimination
 - ii) Indirect discrimination
 - iii) Harassment
 - iv) Victimisation
- b) UBS will not tolerate any form of unlawful discrimination towards any of the following characteristics:
 - i) Age
 - ii) Disability
 - iii) Gender Reassignment
 - iv) Marriage and Civil Partnership
 - v) Pregnancy and Maternity
 - vi) Race, including colour, and nationality (including citizenship), ethnic or national origins.
 - vii) Religion and belief, including a lack of religion or belief.
 - viii) Sex
 - ix) Sexual Orientation
- c) UAIU is committed to creating a working and learning environment that is free from all discriminatory, offensive, insulting, or oppressive behaviour, and which is based on the principles of dignity and respect. This applies on and off campus, face-to-face and online.

6) Responsibilities

- a) The Chairman alongside members of the Academic Board has the responsibility for ensuring this Policy and related policies are implemented and adequately supported.
- b) HR shall be responsible for:
 - i) maintaining and providing accurate employee statistical records of the representation of women, men, age, and members of racial or ethnic minorities, and any other characteristics required by equality legislation.
 - ii) Employee discipline, grievance, and complaints, including alleged harassment.
- c) Heads of Schools & Domains, Deans, and Directors are responsible for ensuring that their employees are aware of their responsibilities in promoting diversity and inclusion in the working and learning environment. They will ensure that they champion diversity and inclusion through their own actions, remarks and behaviour.
- d) Directors/Deans will ensure that all student-facing services operate in such a way as to eliminate discrimination and promote inclusion.
- e) Respective Program Directors are responsible for student discipline, grievances and complaints, including alleged harassment.
- f) All staff are expected to support, implement, and abide by the aims of this policy statement and use their role to promote equality of opportunity for students and staff.
- g) Students are expected to behave in a way that respects and appreciates the diversity of UAIU and the culture of others within that community.

7) Monitoring

- a) The content and implementation of this Policy will be continuously reviewed to reflect any changes or amendments to equality legislation and associated guidance and good practice.
- b) Through the use of appropriate surveys, UAIU will assess the impact of its policies, procedures and practices to identify and mitigate any disadvantage to protected characteristic groups.

- c) Applicants for vacant posts, shortlisted candidates, new appointments, current employees, promotions, disciplinary cases, grievances, bullying and harassment cases, resignations and turnover and good practice will be anonymously monitored. This will enable a comprehensive picture of the patterns of applications and employment amongst various groups of employees to be developed and used for monitoring purpose and to inform equality action planning.
- d) In terms of employees, information for monitoring purposes will be obtained through voluntary self-assessment by existing employees from time to time. The information collected will form part of a confidential record to be used for monitoring this policy and its implementation and effect.
- e) In terms of students, information for monitoring purposes will be obtained through the student record system, which includes statistics regarding recruitment, retention, success and placement.

8) Communication and Confidentiality

- a) UAIU will ensure that all the employees and students are made aware of this Equality, Diversity and Inclusion Policy through the web pages, publications, induction and training provision, and through the line management structure, as appropriate.
- b) Any Equality and Diversity-related information disclosed to UAIU will be kept strictly confidential and in accordance with data protection principles and legislative requirements.

9) Breach of Policy:

- a) UAIU will take seriously any instances of non-adherence to the Equality, Diversity and Inclusion Policy by students, staff or visitors.
- b) Any instances of non-adherence will be investigated with the intent of resolving such matters. Where appropriate, such instances will be considered under the relevant disciplinary policy for staff or students.