



Version Control

Distribution: students, internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).

Type of Document	Code	Change Originator / Owner	Date	Changes Done	Approver
Policy and Procedure	Doc_031_v1	Kasia Lyczkowska	05/03/19	Adding: <i>Definitions</i>	Director of Studies

Instructions for Document Users

All ILMI employees can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:
<https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Please contact document author on: +356 2145 6310

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Aim and Scope of Document

The purpose of Equality and Inclusivity Policy is to support all students and staff of Idea Leadership and Management Institute to provide a safe, inclusive and equitable study and work environment that enables all people to reach their potential.

This policy sets out ILMI commitment to promote equal opportunities and work to prevent any unlawful or unfair discrimination and harassment in place of work and study. It applies to all ILMI staff and students at different stages: admission, learning or assessment.

Definitions

Equality means fairness and justice within a safe, inclusive and equitable study and work environment that enables staff and students to achieve their potential and the ILMI to achieve its strategic objectives.

Safe means protection from physical, emotional and psychological danger or harm.

Staff member refers to an individual employed by ILMI on a full or part time basis.

Students refer to enrolled, or to be enrolled people.

Inclusive means including everyone and not excluding any part of society.

Disability means a physical, mental, or sensory impairment which in interaction with various barriers may hinder one's full and effective participation in society on an equal basis with others.

Discrimination means denial of participation or human rights to categories of people based on prejudice. It includes detrimental treatment of an individual or group based on their actual or perceived membership of a certain group or social category. Discrimination may be conscious or unconscious, direct or indirect.

1. Equal Opportunities

ILMI upholds the principle of inclusivity and fairness. In this regard, ILMI endeavors to provide equal opportunities irrespective of gender, marital status, family responsibilities, physical abilities, sexual orientation, political or religious beliefs. ILMI adopts a zero-tolerance approach to any discriminatory or intimidating behaviour and strives to provide the right environment conducive to learning and working in the most ethical manner.

2. Equality and Inclusivity

ILMI values and celebrates diversity, seeing this as critical to achieving strategic aims and long-term success. ILMI works to recruit and develop employees and students from a wide range of backgrounds and promote an inclusive culture where ILMI:

- Provides a supportive and inclusive learning, working and social environment where everyone feels that they are valued and can work to achieve their potential;
- offers opportunities that are open to everyone, and decisions are based on merit and are free from bias;
- Works to make sure that all of the students, employees and visitors, as well as anyone who applies or wants to apply to work or study with ILMI, are treated fairly and with dignity and respect, and do not face discrimination.
- Committed to providing equality for everyone, regardless of:
 - Age;
 - Physical ability;
 - Ethnicity (including race, colour and nationality);
 - Sex;
 - Gender reassignment;
 - Religion or belief;
 - Sexual orientation;
 - Marriage and civil partnership; and
 - Pregnancy and maternity (whether or not person is pregnant or have given a birth)

To support ILMI equality and inclusivity policy, ILMI have a number of linked policies which support and form part of this overall policy. Supporting Documents are:

- Student Enrollment Procedure: document 005
- Course Admission Procedure: document 006
- Grievances Policy: document 008
- The Student Disciplinary Procedure: document 009
- Assessment Policy: document 011
- LMI Ethos 013
- Programme Regulations 037

3. ILMI Commitments

ILMI commits to:

- Value diversity and promote equal opportunities for everyone;
- Promote respect and encourage good relations within and between groups;
- Aim to meet the different needs of different groups, as appropriate;
- Promote an inclusive and harmonious place of work and study where people respect others and where harassment and bullying, intimidation and violence are not tolerated;
- Prevent unlawful discrimination and victimization;
- Take seriously and deal with situations where anyone has broken this policy;
- Regularly review this policy and the relevant policies that are linked to it;
- Through the report, ILMI will formally assess and report on the progress of equality commitments each year; and
- ILMI will take action when possible inequality or discrimination is identified.

4. Responsibilities

The Director of Studies has ultimate responsibility for ensuring that the Institute meets the commitments detailed within this policy.

ILMI Management have responsibility for:

- Overseeing, steering and monitoring Institution activities on equality and diversity.
- Keeping up to date with relevant legislation.
- Ensuring equalities considerations are embedded throughout their operations and decisions.

Managers are responsible for:

- Providing visible leadership on equality and diversity.
- Promoting equality and diversity throughout the operational activities in their area.
- Ensuring that staff and students are aware of their responsibilities and understand and apply this policy.
- Ensuring that materials used to deliver the curriculum are accessible to all students and that they are free from sexist, racist and other discriminatory assumptions, images and languages, unless they are being studied as examples of such.
- Ensuring that research undertaken by the Institute does not contravene this policy.

Lecturers are responsible for:

- Promoting equality and diversity through their teaching and through relations with students and staff.
- Ensuring that their teaching approach and attitude help students to understand and value equality and diversity.
- Ensuring that research undertaken during a study programme does not contravene this policy.

Breaches of this policy:

- Staff who have concerns about unlawful discrimination, harassment or bullying are advised to contact the Director of Studies.
- Students who have concerns about unlawful discrimination, harassment or bullying are advised to contact their lecturer or Programme Manager or the Director of studies.

5. Supporting Documents

[*Equality Act - Ministry for European Affairs and Equality](https://meae.gov.mt/en/Public_Consultations/MSDC/Documents/2015%20HREC%20Final/Bill%20-%20Equality%20Act.pdf)

https://meae.gov.mt/en/Public_Consultations/MSDC/Documents/2015%20HREC%20Final/Bill%20-%20Equality%20Act.pdf

[*Equal Opportunities \(People with Disability\) Act](http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8879&l=1)

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8879&l=1>

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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