

# Equality and Diversity Policy

**Version V3.2**

# Equality and Diversity Policy

## 1. Purpose

The purpose of this policy is to ensure that all students in UKCBC and staff are afforded respect, fair treatment and are provided with an environment free from prejudice because of age, sex, race, disability, religious beliefs and other “protected characteristics” as they progress in their Levels while they are in the college.

And for staff who are employed at UKCBC

## 2. Definitions

### Abbreviations and Acronyms

UKCBC      UK College of Business and Computing

### Terms

#### Discrimination

any unjust or prejudicial treatment of different categories of learners, especially on the grounds of race, age, sex, or disability.

Types of Discrimination:

1. Direct discrimination  
When a person treats another unfairly or less favourably than they would treat others because of the “protected characteristics”
2. Discrimination by association  
Treating of a student or staff less favourably because of his/her association with students or persons who has the “protected characteristics”
3. Discrimination by perception  
Treating a learner or staff less favourably because of a mistaken thought that the s/het has a “protective characteristics”
4. Discrimination arising from disability  
Treating the learner or staff less favourably because of a disability

#### Diversity

It is an act of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.

#### Equality:

An act where people of different religion, races and with other protected characteristics are treated fairly and have been afforded the same opportunities.

#### Harassment

An act to purposely intimidate, degrade, or do offensive action towards another. It can be written words or abusive imagery or graffiti, physical gesture, facial expression, mimicry, jokes and or pranks.

### **Inclusion**

It is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.

### **Protected characteristics**

Are those characteristics which include age, gender, religious beliefs, civil status, disabilities, and race that makes a learner vulnerable to any unfavourable treatment.

## **3. Scope**

This policy applies to:

- All students at UKCBC
- Assessors
- Academic Dean
- Department Programme Leaders
- Student Services
- UKCBC Administration

The following are affected by this policy:

- All students at UKCBC
- Assessors
- Academic Dean
- Department Programme Leaders
- Student Services
- UKCBC Administration

The following must understand this policy:

- All students at UKCBC
- Assessors
- Academic Dean
- Department Programme Leaders
- Student Services
- UKCBC Administration

The Department Program Leaders, the Student Services Team and the HR have the ultimate executive responsibility for the effective development and implementation of this policy

## **4. Policy Statement**

UKCBC will ensure that:

- all members of the college feel safe, secure, respected and free from any types of discrimination
- equal access to opportunities exists for everyone
- equal opportunity regardless of age, disability, gender, race, religion and belief, sexuality, and civil status is practiced as well as the other 'protected characteristics'
- Any acts of bullying, harassment, prejudice, and stereotyping will be challenged if not, totally discouraged
- The curricula actively promote equality of opportunity
- The practices and policies are non-discriminatory
- It actively supports and commits to adhere to the concept of equality and diversity in all its activities and engagements

## 5. Guidelines

The following serves as guidelines in ensuring that the policy will be observed, practiced, and evidenced at UKCBC during the whole duration of the learner's stay at UKCBC.

1. The Student Service Team is the first point of contact to help all students meet their needs regardless of their diverse backgrounds to successfully integrate themselves in the UKCBC family
2. The assessors and or the Program Leaders are the point of contact of students to address issues of harassment, prejudice and unfair experiences or any academic progress issues, should there be any, that may transpire in the classroom
3. The students will be provided the same level of support in terms of instruction, provision of feedback and assessments to reach their aims and objectives in completing their course while at UKCBC.
4. The college's complaint procedures will be made available to those who feel that they have been indiscriminately treated or harassed and these will be addressed without undue delay nor difficulty
5. Student induction, tutorial programmes and curriculum will continue to use all opportunities to embed the principles that underpin Equality, Diversity, and Inclusion.
6. All teaching and training resources and curriculum will ensure that they reflect and promote Equality, Diversity, and Inclusion, where appropriate
7. Information, advice, and guidance will be delivered in ways accessible to different groups with protected characteristics and in ways that challenge stereotypes and equip students to defend their rights to fair treatment.
8. Every opportunity will be given throughout each academic year for students to disclose any disabilities or learning difficulties or other needs relating to 'protected characteristics' that they may have. The College will, through a culture of inclusivity, ensure an environment in which learners and staff alike feel able and confident to disclose and to see disclosure as the right course of action. The College will seek to provide reasonable adjustments in response to disclosure.
9. All student activities will promote or undertaken with consideration to ethnic, religious, and other cultural practices. Opportunities to celebrate diversity will be adhered.
10. All lecturers will be proactive in removing barriers to learning in diverse student populations, by adapting and modifying curricula, teaching, and learning strategies
11. In conjunction with this policy, Equality and Diversity training will be updated and offered to all staff and other relevant stakeholders to raise knowledge of equality legislation, develop Equality and Diversity competencies, and tackle discriminatory practice and behaviours. Staff will be required to undergo refresher training every three years as a minimum.

For any issues, involving Staff, the Staff will:

1. Make sure that the induction process for new employees covers equality and diversity
2. Conduct regular training in equality and diversity on a practical basis
3. Discuss the matter with the PL or head of the department to attend to any discrimination issue informally and try to find a resolve at this level
4. If the issue is being observed from the head of the department, the staff discuss the issue directly to the HR and the HR will find a way to resolve the issue informally
5. If the issue cannot be resolved informally, the staff can write a formal complaint addressed to the HR and the HR will convene her committee to conduct an in-depth investigation about the matter.

## 7. References

Title	Link
Complaint Policy and Procedure	
Appeal Policy and Procedure	

## 8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
3.1	Dec-2017		ND/SE	Reviewed and updated the policy
3.2	Oct-2021		AE	Reviewed and updated the policy