

Equality, Diversity & Inclusion (EDI)

The International Centre of Excellence's EDI Statement

At the International Centre of Excellence, we are committed to creating a welcoming and inclusive environment for all members of our community. We believe that diversity is a strength, and we are dedicated to fostering an environment that celebrates and values differences.

We strive to ensure that every student, faculty member, and staff member feels respected, supported, and empowered to succeed. To this end, we are committed to providing the resources, programmes, and support services necessary to promote Equality, Diversity & Inclusion. We are committed to providing an educational experience that prepares our students to be global citizens who appreciate and understand different cultures and perspectives. We believe that our diverse student body and faculty are essential to achieving this goal.

We are committed to ongoing self-reflection and improvement to ensure that we are creating a truly inclusive environment. This includes regularly assessing our policies, practices, and programmes to identify areas for improvement and taking action to address any issues that arise. We believe that Equality, Diversity and inclusion are not just buzzwords, but essential components of a thriving academic community. We are committed to putting these values into practice every day and creating a college that is welcoming, inclusive, and equitable for all.

What the policy covers

The International Centre of Excellence recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

ICE seeks to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the institute's behalf are required to adhere to this policy when undertaking their duties or when representing the institute in any other guise.

Your entitlements and responsibilities

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and the institute will take all necessary action to prevent its occurrence.

Specifically, ICE aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including



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colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interviews and selection procedures
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment-related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Institute reviews all policies and implements necessary changes where these could improve equality of opportunity.

Recruitment of ex-offenders

International Centre of Excellence actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate.

The institute requires you to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent you from being appointed.

Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). ICE will discuss with you the relevance of any offence to the job in question.

If you fail to reveal any information relating to disclosures in accordance with the Institute's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

Career development

Positive measures are taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs that are based solely on merit.

All employees have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, ICE takes appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

Procedure

Complaints of discrimination & harassment

ICE treats seriously all complaints of discrimination or harassment made by employees, clients, customers, suppliers, contractors or other third parties and takes action where appropriate.

If you believe that you have been discriminated or harassed against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using the institute's Grievance Procedure (outlined elsewhere in the Employee Handbook).

Allegations regarding potential breaches of this policy are treated in confidence and investigated thoroughly. If you make an allegation of discrimination or harassment, the institute is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents are dealt with under the Institute's Disciplinary Procedures.

Investigating accusations of unlawful discrimination & harassment

If you are accused of unlawful discrimination or harassment, the institute will investigate the matter fully.

During the investigation, you will be allowed to respond to the allegation and provide an explanation of your actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination or harassment, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

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