

# Equality, Diversity and Inclusion Policy

## Policy Statement

Swiss School of Business Research recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success.

We want our staff and students to reflect the diversity of the regional, national, and international communities that we serve and influence. We aim to be a place where people can be free to be themselves no matter what their identity or background.

By creating a working, learning and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that equality is embedded in all of our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

## Scope

This policy applies to all current and potential students and staff working at the SSBR on a paid or voluntary basis, external examiners, consultants, and visitors or contractors who visit our premises or work online. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act (2010).

## Commitment

Equality is at the heart of our University Strategy which sets out our values and goals. Our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

We will take active steps to fulfil our responsibilities and promote good practice by:

- Complying with legal obligations in a transparent manner
- Developing and publishing school-wide diversity objectives as well as mainstreaming equality, diversity and inclusion in to the school's planning process for all departments
- Publishing this policy widely amongst staff and students, together with policy assessments, equality analysis and results of monitoring
- Assessing the impact of policies and practices to identify, remove or mitigate any disadvantage to underrepresented groups
- Taking measures to eliminate discrimination
- Taking action to redress any gender, racial or other imbalance including monitoring the recruitment and progress of all students and staff, collecting and collating equalities information and data and publishing this as required, and acting on any inequality revealed by the data.
- Fostering good relations between persons who share a protected characteristic and persons who do not

- Promoting awareness and understanding of EDI matters among staff and students through policies, training, guidance and campaigns
- Engaging with staff and students in respect of changes which may affect their employment or study
- Ensuring that existing staff and students, as well as applicants to work or study, are treated fairly and judged solely on merit and by reference to their skills and abilities
- Raising awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice
- Ensuring the school's premises is, as far as reasonably possible, welcoming and accessible to all
- Making sure reasonable adjustments are made, as appropriate, to enable disabled staff and students to overcome barriers in the working, learning and social environment
- Requiring that learning and teaching material, where practical, includes positive, diverse, non-stereotypical content
- Ensuring staff and students are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns
- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under relevant school policy and taking appropriate action where necessary

### **Responsibilities**

- All members of the SSBR community have a responsibility to promote EDI.
- The Dean has ultimate responsibility for ensuring that this policy is fully implemented.
- The Dean and Academic Director, supported by the Student Services Manager, are responsible for leading the implementation of the school's strategy in relation to equality, diversity and inclusion for both staff and students.
- The Student Services Manager has responsibility for the co-ordination, support and delivery of this work.

### **Implementation, Monitoring and Review**

This Policy will be implemented through the SSBR's Equality and Diversity Action Plan,. Progress against actions and objectives will also be reported in the Diversity and Equality Advisory Group, chaired by the Dean and Academic Director.

We will assess the impact of this Policy by monitoring as follows:

- Our Compliance Department will collect and analyse monitoring data on staff with regard to recruitment, training, promotion, re-grading and complaints and report this information annually to the Diversity and Equality Advisory Group
- The Admissions Office will collect and analyse student monitoring data with regard to recruitment, progression and completion and report this information annually to the Diversity and Equality Advisory Group and the Academic Review Board.

## Complaints Procedures related to Equality, Diversity and Inclusion

Swiss School of Business research expects all members of its community to treat others equitably, with dignity and respect. Any members of our school community who believe they have been discriminated against, harassed or bullied have the right to make a complaint free from victimisation or fear of retaliation.

When making a complaint, normally the matter should be raised informally in the first instance with the immediate supervisor, Admissions Director, Admissions Manager, Student Services Manager or Head of Department (Bachelor, Master or Doctorate) of the person being complained of using the following procedures, as appropriate:.

Making a complaint does not prejudice an individual's right to make use of other procedures, including the Respect at Work or Study policies or Grievance procedures.

We aim to support and protect anyone who makes a complaint, or who acts as a witness, under these procedures from victimisation or retaliation.

Members of the public should address complaints to the school service in question in the first instance.

