



EQUALITY, DIVERSITY AND INCLUSIVITY POLICY

Policy No. SU/P/20225

First Edition

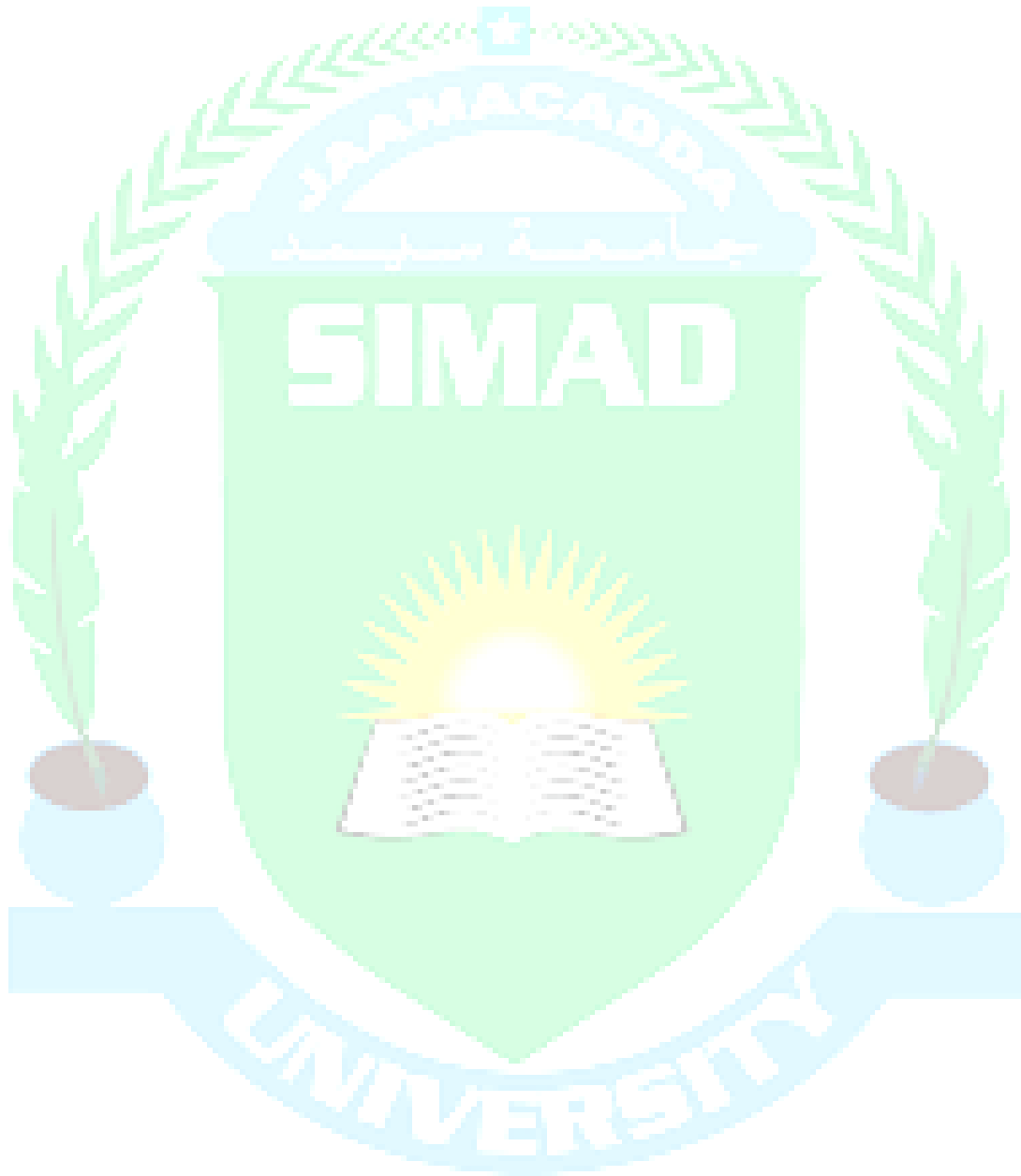
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I. ABBREVIATIONS

EDI Equality, Diversity and Inclusivity



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1.0 CITATION

This policy is known as the **Equality, Diversity and Inclusivity Policy**. This is Policy number **XXX** and is referenced as **SU/P/XXX**.

2.0 PURPOSE AND SCOPE

This policy outlines the university commitment in promotion of equality, inclusion and diversity in terms of university opportunities, access and utilization of university services and university supportive activities. The policy also provides guidelines and procedures towards student and staff protection against harassment and discrimination at the university. This policy applies to all university administrators and the university management.

3.0 POLICY GOALS AND OBJECTIVES

3.1 Policy Goal

The goal of this policy is to provide effective framework and guidelines towards promotion of equality and inclusion in all university activities and creation of conducive working and learning environment

3.2 Policy Objectives

The objectives of this policy are:

- a. Advance equality of opportunity among all persons regardless of their status or different characteristics
- b. Protect university community against harassment, victimization discrimination, which are in violation of this policy and other relevant applicable regulations
- c. Creation of mutual relationship among all staff and university student
- d. Staff and student awareness creation and understanding of Equality, Diversity and Inclusivity (EDI) issues and matters
- e. Strictly handling any issues and matters of the violation of this policy appropriately and in accordance with the provisions in this policy to deter others from any violation
- f. Promote fair treatment of all staff and students in their performances and merits, skills and competencies without any discriminations

4.0 LEGISLATION

The policy derives its powers from SIMAD University Statutes, policies and guidelines.

5.0 POLICY STATEMENT

The SIMAD University is committed to principles of equality, inclusion and diversity in all its opportunities for all employees and students through creation of supportive working, learning and social environment free from discrimination, harassment and bullying for effective utilization of individual skills and competences. The university shall ensure equality; inclusion and diversity are adopted and implemented in all university activities as an appropriate practice through employments, promotions, student's admissions among other university activities. SIMAD University commits to ensure that Equality, inclusion and diversity act as a pillar for excellence in institutions of higher learning by ensuring opportunities are given to the right persons in terms of qualifications and capabilities and not to the persons with protected characteristics or by discrimination.

6.0 DEFINITIONS

University means SIMAD University

7.0 RESPONSIBILITIES

The SIMAD University equality, diversity and inclusivity Policy is to be used by all the BOT, University Senate, the Management Board, University staff and Partners. Each SIMAD University supervisor shall be responsible in fostering and observing equality, inclusion and diversity commitment in their area of jurisdiction. The Directorate of Human Resources (HR) shall oversee and support the implementation of this policy specific responsibility for supporting and guiding the implementation of this policy. All employees and students of the University, those carrying out work or delivering services on behalf of the University and any partners, are required to comply with this policy. SIMAD University employees, students, partners and visitors shall be required to adhere and report any person or office acting in violation of this policy the relevant offices for investigations and appropriate actions. The Rector shall authorize this policy and oversee its implementation.

8.0 IMPLEMENTATION METHODOLOGY

8.1 General Provisions

- a) SIMAD University is an equal opportunity employer committed to encouraging diversity and equality among its workforce and does not discriminate any candidate or staff on the basis of their ethnicity, color, nationality, age, race, religion, disability, gender or socio-economic status
- b) The University endeavours to admit qualified students into its programs irrespective of their ethnicity, color, nationality, age, race, religion, disability, sex or socio-economic status

8.2 Commitment

SIMAD University commits to:

- a) Promotion of equality and diversity by ensuring fairness and opportunity for all
- b) Creation of mutual respect among employees and students
- c) Fostering supportive working and learning environment for the university community
- d) Protect the university community from discrimination, victimization, harassment and bullying.
- e) Implement and promote Compliance with the provisions of this policy and other applicable regulations
- f) Take appropriate disciplinary or legal actions in the event of violation of this policy

8.3 Student Considerations

8.3.1 Admissions

- a) All admission application shall be given similar considerations where the qualified applicants will be accorded similar fair treatment without discriminations
- b) The university will admit females with lower qualification grades than males in line with the provisions for the Admission procedures in the Academic Policy
- c) The University shall support physically challenged persons by providing special facilities to help their learning processes
- d) The University will set targets to admit students from the bottom 20% household income groups

8.3.2 Selection

- a) Admission qualification for various courses shall be in accordance to the set clusters and as per the provisions in the admissions policy
- b) All staff members carrying out students selection shall only consider applicants qualifications and course requirements

8.3.3 Curricula

- a) The curricula will be designed to take into account opportunities for equality including providing facilities and resources for the less disabled
- b) It is the responsibility of the Academic Group Leaders, Programme Leaders, faculty head and all stakeholders in curricula development to consider equality inclusion and diversity in curricula development

8.3.4 Learning materials

Design of learning materials shall take into consideration need to avoid discrimination during the learning process

8.3.5 Advice and Support

Counseling sessions for students shall be available and accessible to all students from the departmental and or faculty academic advisor counsellor and Office of Dean, Student Affairs.

8.3.6 Physical Environment

- a) University facilities and resources shall be designed in an accessible manner across the campus
- b) The university shall monitor the physical environment to ensure it is responsive to unique student and customer needs

8.4 The Employee Considerations

8.4.1 Job opportunities and Recruitment

- a) All job applicants with relevant qualifications shall be considered for recruitment process without any form of discrimination and in accordance with the Human Resource manual provisions
- b) SU shall review and update job recruitment and entry procedures from time to time and update them in response to identified and justifiable need

8.4.2 Promotion and candidate selection

- a) Candidate Selection during any recruitment process shall abide by the criteria set out in the Human Resource manual and advertisement
- b) Recruitment process shall be fair to all applicants and the involved shall be trained on the recruitment requirements and shall carry out the process in accordance with the applicable regulations
- c) The University shall make available opportunities for staff development such as leadership development, training and capacity building among others to all staff as part of equality and inclusive measures
- d) Promotion shall be on the performances and be sensitive to equality inclusion and diversity and shall be guided by the provisions in the HR manual

8.4.3 Working environment

- a) The University shall listen to individual needs and will have discussions with employees to help and support them if need be as well as provide

justifiable assistance like in case of orphans or disabled persons in line with University statutes, policies, procedures and the relevant legislation.

- b) Take seriously complaints and grievances of discrimination, bullying, victimization, sexual harassment and partiality from any university community member including suppliers, staff, visitors and students and take immediate corrective measures in accordance with university complaint and grievance policies and procedures
- c) Except where necessary and exempted by university policies, the university shall make decisions concerning staff on merit in a just and fair manner

8.4.4 Advice and Support

Staff advise and support is available and accessible to all staff without any form of discrimination from HR. Specific advice for employees in connection with the learning, teaching and support of disabled students is also available and accessible to all staff from the HR.

8.5 Advertising and Information

- a) University job advertisements for employees and students admissions publications shall have the university Equality, Diversity and inclusion commitment statement
- b) All publications and advertisement words and images shall be discriminatory free by taking into account the needs for all potential audiences
- c) Job entry qualifications and requirements shall be clearly stated in all advertisements
- d) All job opportunities in the university shall be made publically in accordance to HR policy

8.6 Compliance Procedures

- a) The University's management shall ensure the following:
 - i) The university community understands the procedures for reporting any violations of this policy
 - ii) Appropriate implementation and adherence of all provisions in this policy
 - iii) All university groups are supported in having forums to discuss issues of concern related to this policy
 - iv) Strict adherence to the job or position appointment and promotion Procedures in accordance to the HR manual provisions
 - v) Appropriate and adequate training for organizational unit heads on Equality, Inclusion, and Diversity for effective and efficient implementation of this policy

- vi) Equality, Inclusion and Diversity policy Compliance shall be among the job descriptions for every university employee.
- b) All the university community members are committed to the implementation of this policy by ensuring compliance to all the provisions of the policy and any other applicable regulations

8.7 Complaints of Discrimination

- a) All the university employees and students must abide by the requirements of Equality, Inclusion and Diversity policy
- b) If a student, an employee or university guest perceives they are victims of any form of discrimination or harassment they should report to the relevant offices for investigations and actions to be taken
- c) Any incidents of discrimination, harassment or bullying or any other reported breach of this policy shall be handled and investigated by employees' grievance procedure or students' disciplinary committee and upon the confirmation of such acts the concern shall face dismissal without notice subject to the relevant university statutes, policies and procedures.
- d) The following guidelines shall apply in reporting discrimination, harassment and bullying complaints:
 - i) Any Staff who believes that he/she is a victim of any form of discrimination, victimization, harassment or bullying notify their supervisors or any other relevant office as provided in the University grievance procedure
 - ii) Any Students with the concern of any form of discrimination, victimization, harassment or bullying to notify the Student academic advisor or Dean of student, Student Welfare or any other head of department/faculty.
- e) Any university community member who submits any discrimination, victimization, harassment or bullying complaint shall be protected and no victimization of these members and appropriate actions are taken by the university in handling the matter

9.0 REVISION HISTORY

This is the first edition of the Policy. The Policy shall be reviewed not less than once in every five academic years

10.0 AUTHORIZATION AND EFFECTIVE DATE

10.1	This policy is effective from _____ 2019
10.2	Policy Prepared by: _____ Signature _____ Designation _____ Date _____
10.3	Policy Approved by: _____ Signature _____ Designation _____ Date _____

