

# International Business School

## Equality, Diversity and Inclusion Policy: Code of Practice to Support the Community of IBS

### 1. Introduction and Overview

- 1.1 International Business School (IBS) is a vibrant higher education institution in which it is a privilege to work and study. IBS culture is enriched by the diversity of perspectives, backgrounds, cultures, lifestyles and nationalities which make up the staff and student body. As such, the very fabric of the IBS community rests on its long standing commitment to an environment built on equality, diversity and inclusion.

### 2. Policy Context

- 2.1 The Equality, Diversity and Inclusion Policy is the central overarching statement which sets out IBS' commitment to promote equality, diversity and inclusion in all of its practices and its provisions. This policy also sets out IBS's legal responsibilities and its rights and responsibilities to protect and preserve the wellbeing of all members of the IBS community. Where appropriate, this policy is supported by:

- Further policies: Provisions for Disabled Students, Religious Belief and Practice Policy, Policies and Procedures of Student Support
- School level regulations: BSc-MSc Admission Regulations, Student Handbook, Student Disciplinary Regulations, Disciplinary Procedures for IBS Employees, Complaints Procedures, Grievance Policy and Procedures
- Contractual obligations: Employee Contract, Student Contract of Education

### 3. Policy Scope

- 3.1 This policy covers work and study-related events (including social and sporting events) at all IBS sites and off site (including work placement venues and overseas institutions). The responsibilities set out in this policy apply to the following members of the IBS community:

- All contracted members of staff or staff from other institutions on placement or visiting IBS
- All students, including visiting students
- All contractors working at IBS
- All visitors to IBS (parents, relatives etc.)
- All potential members of the IBS community (student applicants, applicants for staff positions).

### 4. Policy Statement

- 4.1 IBS is committed to embedding and sustaining an environment in which all applicants, students, staff, contractors and visitors are free from discrimination, are able to actively and freely participate and where all have the opportunity to fulfil their potential regardless of their age, disability, gender, gender identity, marital/civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, ethnic or national origins, family circumstances, nationality, political beliefs and affiliations, socio-economic background, or other relevant distinction.

## **5. Legal Parameters and Definitions**

**5.1** IBS legal obligations apply to areas where discrimination is unlawful:

- Hungarian laws (the Fundamental Law of Hungary)
- European Convention on Human Rights
- Act on National Higher Education (Act CCIV of 2011)
- etc.

## **6. Responsibilities**

**6.1** All IBS staff and students have responsibilities related to equality, diversity and inclusion.

### **6.2 Staff Responsibilities**

#### **6.2.1 Senior Management**

- To ensure that IBS fulfils its legal obligations relating to equality and inclusion.
- To foster a culture where equality, diversity and inclusion are embedded into everyday work practices, behaviour and decision making allowing all to reach their full potential.
- To ensure appropriate procedures to eliminate or sanction discriminative behaviour.
- To ensure appropriate policies are approved to address particular diversity issues, such as a Religious Policy.
- To identify appropriate training and staff development needs to ensure the maintenance of equality and inclusive practices.
- To ensure that staff know how and where to report any behaviour that is considered discriminative or in breach of the values of equality and inclusion.
- To work with strategic partners and external businesses to celebrate diversity and inclusiveness to combat all form of unlawful discrimination.

#### **6.2.2 All staff**

- To uphold the principles of this policy and all related further policies, school codes of practice and contracts of employment.
- To foster a culture where equality, diversity and inclusion are embedded into everyday work practices, behaviour and decision making allowing all to reach their full potential.
- To actively support and participate in a safe environment where openness is celebrated, freedom of thought is encouraged, cross-cultural values are engaged with critically and respect is given at all times.
- To actively promote any activities which eliminate discrimination, advance equality of opportunity and celebrate diversity.
- To ensure that fellow staff, contractors, visitors, job applicants, students and student applicants are treated with dignity and respect at all times.
- To report or speak up appropriately via the correct process if they see or experience behaviour that breaches this policy such as bullying, harassment or any other discrimination.
- To ensure that fellow staff and students know how and where to report any behaviour that is considered discriminative or in breach of the values of equality and inclusion.

### 6.3 Student Responsibilities

- To uphold the principles of this policy and all related further policies, school codes of practice and contract of education.
- To ensure that fellow students, staff, contractors and visitors are treated with dignity and respect at all times.
- To actively promote any activities which eliminate discrimination, advance equality of opportunity and celebrate diversity.
- To actively support and participate in a safe environment where openness is celebrated, freedom of thought is encouraged, cross-cultural values are engaged with critically and respect is given at all times.

## 7. Complaints

- 7.1 Any cases of harassment, discrimination, bullying, victimisation or any other behaviour which is discriminatory or unlawful are taken very seriously by IBS. Staff, students and all other parties who make a complaint have the right to do so confidentially and without fear of victimisation. IBS will investigate all cases in a timely and sensitive manner with the intent to resolve them under the relevant disciplinary policy and procedure. Anyone who is found in breach of this policy will be subject to appropriate action including dismissal.

Complaint made by	Person against whom complaint is made	Appropriate Procedure
Student	Student	Complaints Procedure
Student / Student applicant	Member of staff	Complaints Procedure
Student	Erasmus partner university	Complaints Procedure
Student	Visitor/Contractor	Complaints Procedure
Member of staff	Student	Student Disciplinary Procedure
Member of staff / Job applicant	Member of staff	Disciplinary Procedure for IBS Employees
Visitor/Contractor	Student	Student Disciplinary Procedure
Visitor/Contractor	Member of staff	Disciplinary Procedure for IBS Employees
Placement Partner Company	Student	Student Disciplinary Procedure
Erasmus Partner University	Student	Student Disciplinary Procedure

## 8. Criminal Offences

- 8.1 Some bullying and harassment (verbal or online) constitutes unlawful behaviour, which relate to a person's age, disability, gender reassignment, gender race, religion or belief, sexual orientation, pregnancy, marriage/civil partnership, and may amount to other criminal offences such as those which fall under the Act on Criminal Law (Act C of 2012).
- 8.2 In cases of alleged assault or behaviour that is unlawful or considered a criminal offence, members of staff and students are strongly advised to report them to the police.

## 9. Monitoring and Review

- 9.1 IBS will maintain formal records of all formal complaints and grievances. The effectiveness of this policy will be reviewed periodically and amended to reflect any developments in equality legislation and best practices.

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This Policy was adopted by the Senate in virtue of the resolution No. 3/2018 at the session held on 9<sup>th</sup> May 2018.