

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, Safeguarding Policy, Policy on the responsible use of electronic devices, email and social media
- 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 partner 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 ensure appropriate policies are in place to protect underage students and vulnerable adults (Safeguarding Policy)
- To identify appropriate training and staff development needs to ensure the maintenance of equality, inclusion and safeguarding practices.
- To ensure that staff know how and where to report any behaviour that is considered discriminative, harmful 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 maintaining 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 that eliminate discrimination or harm, 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 or harm.
- To ensure that fellow staff and students know how and where to report any behaviour that is considered discriminative, harmful 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 maintaining 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 report concerns of safety or discrimination to the Student Wellbeing Team.

7. Complaints and applicable procedures

Please refer to “Procedures for Student Complaints on Bullying, Harassment, Victimization and Discrimination”

8. Criminal Offences

Please refer to “Procedures for Student Complaints on Bullying, Harassment, Victimization and Discrimination”

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.

This Policy was adopted by the Senate in virtue of the resolution No. 1/2020 at the session held on 24 February 2020.