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# Equality and Inclusivity Policy



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Doc_010_22	Change Originator	Document Owner	Approver	Approval Date	Effective Date
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	Details of Change	<ul style="list-style-type: none"> <li>*Correction of Version code; code was inaccurate in previous version 1.</li> <li>*Code includes the year.</li> <li>*Reference to IDEA Academy, replacing ILMI.</li> <li>*Isolated Scope Section.</li> <li>*Amendments in designated roles and responsibilities Section 7.</li> <li>*Grouped related documents in the last section.</li> </ul>			

#### Instructions for Document Users

All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: <https://ideaeducation.com/>

#### Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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## 1. Aim and Scope of Document

The purpose of Equality and Inclusivity Policy is to support all students and staff of IDEA Academy to provide and experience a safe, inclusive, and equitable study and work environment that enables all people to reach their potential.

This policy sets out the IDEA ACADEMY commitment to promote equal opportunities and work and to prevent any unlawful or unfair discrimination and harassment in place of work and study.

## 2. Scope

This policy applies to all IDEA ACADEMY staff and students at different stages e.g., admission, learning or assessment.

### 3. Definitions

Equality	Equality means fairness and justice within a safe, inclusive, and equitable study and work environment that enables staff and students to achieve their potential and IDEA Academy to achieve its strategic objectives.
Disability	Disability means a physical, mental, or sensory impairment which in interaction with various barriers may hinder one's full and effective participation in society on an equal basis with others.
Discrimination	Discrimination means denial of participation or human rights to categories of people based on prejudice. It includes detrimental treatment of an individual or group based on their actual or perceived membership of a certain group or social category. Discrimination may be conscious or unconscious, direct or indirect.
Inclusive	Inclusive means including everyone and not excluding any part of society.
Safe	Safe means protection from physical, emotional and psychological danger or harm.
Staff Member	Staff member refers to an individual employed by IDEA Academy on a full or part time basis.
Students	An applicant who has gone through the enrolment process, has been registered in a chosen programme of study and is active on the Learning Management System.
Faculty Members	Faculty Members refer to all the educators involved in the teaching and learning of the IDEA Academy students which includes teaching and learning face-to-face and online. Thus, these may also be referred to as Teaching Staff / Lecturers / Supervisors / Mentors / Tutors and other terms as applicable to the study programme.
Programme Coordinator/Programme Operations Executive	The person primarily responsible for student affairs and smooth running of the programmes.

## 4. Equal Opportunities

IDEA Academy upholds the principle of inclusivity and fairness. In this regard, IDEA Academy endeavors to provide equal opportunities irrespective of gender, marital status, family responsibilities, physical abilities, sexual orientation, political or religious beliefs. IDEA Academy adopts a zero-tolerance approach to any discriminatory or intimidating behaviour and strives to provide the right environment conducive to learning and working in the most ethical manner.

## 5. Equality and Inclusivity

IDEA Academy values and celebrates diversity, seeing this as critical to achieving strategic aims and long-term success. IDEA Academy works to recruit and develop employees and students from a wide range of backgrounds and promote an inclusive culture where IDEA Academy:

- Provides a supportive and inclusive learning, working and social environment where everyone feels that they are valued and can work to achieve their potential;
- Offers opportunities that are open to everyone, and decisions are based on merit and are free from bias;
- Works to make sure that all students, employees, and visitors, as well as anyone who applies or wants to apply to work or study with IDEA Academy, are treated fairly and with dignity and respect, and do not face discrimination.
- Committed to providing equality for everyone, regardless of:
  - Age;
  - Physical ability;
  - Ethnicity (including race, colour, and nationality);
  - Sex;
  - Gender reassignment;
  - Religion or belief;
  - Sexual orientation;
  - Marriage and civil partnership; and Pregnancy and/or maternity

## 6. IDEA Academy Commitments

IDEA Academy commits to:

- Value diversity and promote equal opportunities for everyone;
- Promote respect and encourage good relations within and between groups;
- Aim to meet the different needs of different groups, as appropriate;
- Promote an inclusive and harmonious place of work and study where people respect others and where harassment and bullying, intimidation and violence are not tolerated;
- Prevent unlawful discrimination and victimization;
- Take seriously and deal with situations where anyone has broken this policy;
- Regularly review this policy and the relevant policies that are linked to it;
- Through the report, IDEA Academy will formally assess and report on the progress of equality commitments each year; and
- IDEA Academy will take action, when possible, inequality or discrimination is identified.



## 7. Responsibilities

The Principal has ultimate responsibility for ensuring that the Academy meets the commitments detailed within this policy.

IDEA Academy Management have responsibility for:

- Overseeing, steering, and monitoring the Academy's activities on equality and diversity.
- Keeping up to date with relevant legislation.
- Ensuring equalities considerations are embedded throughout their operations and decisions.

Directors are responsible for:

- Providing visible leadership on equality and diversity.
- Promoting equality and diversity throughout the operational activities in their area.
- Ensuring that staff and students are aware of their responsibilities and understand and apply this policy.
- Ensuring that materials used to deliver the curriculum are accessible to all students and that they are free from sexist, racist and other discriminatory assumptions, images, and languages, unless they are being studied as examples of such.
- Ensuring that research undertaken by the Academy does not contravene this policy.

Faculty Members are responsible for:

- Promoting equality and diversity through their teaching and through relations with students and staff.
- Ensuring that their teaching approach and attitude help students to understand and value equality and diversity.
- Ensuring that research undertaken during a study programme does not contravene this policy.

Breaches of this policy:

- Staff who have concerns about unlawful discrimination, harassment or bullying are advised to contact the Director of Studies Support.
- Students who have concerns about unlawful discrimination, harassment or bullying are advised to contact their lecturer or Programme Coordinator/Programme Operations Executive or the Director of Studies Support.

## 8. Supporting Documents

Doc 008\_22 Grievances Policy and Procedure

Doc 009\_22 The Student Disciplinary Procedure

Doc 100\_22 Assessment Policy and Procedure

Doc 013\_IDEA Academy Ethos

Doc 037\_22 General Programme Regulations

Doc 075\_22 Admission Policy and Procedure

[\\*Equality Act - Ministry for European Affairs and Equality](https://meae.gov.mt/en/Public_Consultations/MSDC/Documents/2015%20HREC%20Final/Bill%20-%20Equality%20Act.pdf)

[https://meae.gov.mt/en/Public\\_Consultations/MSDC/Documents/2015%20HREC%20Final/Bill%20-%20Equality%20Act.pdf](https://meae.gov.mt/en/Public_Consultations/MSDC/Documents/2015%20HREC%20Final/Bill%20-%20Equality%20Act.pdf)

[\\*Equal Opportunities \(People with Disability\) Act](http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8879&l=1)

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8879&l=1>



**IDEA Academy Limited**

The Business Centre, 1, Triq Nikol, Mosta MST 1870

**Tel:** +356 2145 6310

<https://ideaeducation.com.mt/> | [www.ideamalta.com](http://www.ideamalta.com)

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