BSBI
School of Business and Innovation

Equality and Diversity Policy

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CONTENTS

Introduction 2

General Commitment 2

Application of Policy 3

Responsibilities 3

BSBI as an Employer 6

BSBI as an Education Provider 8

Procurement and Service Provision 8

Complaints of discrimination 9

Monitoring and Review 9

Advice and Support 10

Publication of Policy 10

1. Introduction

1.1 This Equality and Diversity Policy ("this Policy") supports BSBI's commitment to eliminating discrimination and promoting diversity and equality of opportunity in its practices, policies and procedures. It sets out provisions encompassing all areas of equality and diversity across BSBI and provides for the coordination and implementation of the BSBI's strategic objectives in this area as set out in its Strategic Plan as amended from time to time.

1.2 BSBI will continue to develop other policies to support this Policy and specific areas of equality and diversity, as appropriate.

1.3 This Policy was developed by the Equality and Diversity Committee in consultation with BSBI's main stakeholders, including BSBI Academic Team.

This Policy will be reviewed by said Committee on a regular basis and in any event, not less than every three years.

2. General Commitment

2.1 BSBI is committed to providing a culture and environment in which its students, staff, and others, are treated fairly and are not discriminated against without lawful cause, on the basis of race, religion or belief; gender (including gender reassignment); marital/civil partnership status; sex; sexual orientation; disability; age; parental, pregnancy or maternity status; social or economic group (referred to as "protected characteristics" in this Policy).

2.2 Victimisation is also prohibited under this Policy, as well as harassment related to any of the protected characteristics.

2.3 BSBI will comply with current and future anti-discrimination legislation as well as associated codes of practice or guidance issued by the German Institute for Human Rights (GIHR) and other relevant bodies. This policy will be amended as appropriate to meet the requirements of any future legislation, codes of practice or guidance.

2.4 BSBI will provide facilities and specialised equipment wherever reasonably practicable, to allow for equal access by all staff, students and applicants to its employment, education, and other services.

3. Application of Policy

3.1 This policy applies to students of BSBI and to individuals working at all levels and grades within the college, including senior managers, officers, directors, employees, consultants, trainees, part-time and fixed-term employees, volunteers, interns, casual workers and agency staff (collectively referred to as staff in this Policy).

3.2 The principles of non-discrimination apply to the way in which BSBI treats applicants, visitors, clients, customers, and suppliers. They also apply to former staff members and former students, where the alleged unlawful discrimination or other behaviour prohibited under this policy arises out of and is closely connected to a former staff member's or former student's previous relationship with BSBI.

3.3 All staff and students have a duty to act in accordance with this policy and to treat each other with dignity at all times, and not discriminate against or harass other members of staff or the student body, regardless of their status.

3.4 This policy does not form part of any employee's contract of employment and may be amended at any time.

4. Responsibilities

4.1 BSBI, its staff and its students are all responsible for promoting and maintaining equality and diversity across BSBI and in all of its activities.

4.2 BSBI Board of Directors has overall responsibility for ensuring that BSBI complies with the requirements of anti- discrimination legislation and in particular with the provisions of the General Equal Treatment Act (the "Act") and the general duty under the Act. The Board of Directors, in the exercise of its functions, will have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
2. Advance equality of opportunity between people from different groups; and
3. Foster good relations between people from different groups.

The Board of Directors has delegated responsibility to the Executive Chairman & Founder for t the implementation and operation of this Policy.

The Executive Chairman & Founder shall ensure that BSBI takes all necessary steps to ensure its compliance with the general duty, anti-discrimination legislation generally, and good practice. Such steps will include:

- Removing or minimising disadvantages suffered by staff, students and others on the basis of any of the protected characteristics
- Taking steps to meet the needs of persons who share a relevant protected characteristic that is different from the needs of persons who do not share it;
- Encouraging persons who share a relevant protected characteristic to participate in activities within BSBI in which participation by such persons is disproportionately low;
- Making all staff and students aware of this Policy;
- Providing all staff with equality training appropriate to their needs and areas of responsibility;
- Ensuring that this policy is effectively monitored;
- Ensuring that all individuals and companies who act on BSBI's behalf (including agents and contractors) are informed of this Policy and enjoined to comply with it when conducting business on BSBI's behalf;
- Providing staff and students with an appropriate forum in which to discuss and address diversity and equal opportunity issues;
- Endeavouring to reflect its commitment to equality and diversity in its marketing and communication activities.
- Ensuring that its practices, policies and procedures do not amount to discrimination, harassment or victimisation.

4.3 Staff and Students

Staff and students are expected to support this policy and to ensure that their behaviour and/or actions do not contravene its provisions.

In particular, staff and students are expected to ensure that the written and spoken language they use (including the language used in teaching materials), does not cause unreasonable offence to others. Inappropriate terms or references relating to race, sex, gender, disability, age, sexual orientation, religion or any other protected characteristics should not be used.

For the avoidance of doubt, behaviour/acts that amount to bullying, harassment, discrimination or victimisation of individuals will not be tolerated.

Behaviour or actions that are contrary to the provisions of this policy are grounds for discipline in accordance with staff or student regulations and may lead to dismissal or expulsion from BSBI. Any allegations will be taken seriously and dealt with as appropriate under the relevant procedures for complaints or grievances or the procedures for dealing with bullying and harassment.

4.4 The Equality and Diversity Committee

The Equality and Diversity Committee is charged with the responsibility of developing BSBI's strategy in relation to diversity and equality matters; ensuring that appropriate policies and procedures are in place with respect to BSBI's obligations under diversity and equality legislation; monitoring the implementation and effectiveness of this policy and its related procedures, and to recommending changes where appropriate, particularly in respect of: staff recruitment, development, management and promotion; student recruitment, admissions and retention and the pattern of teaching and learning, and assessment and achievement.

The Committee is responsible for reviewing at least annually, the profile of staff and students and shall report annually to the Board of Directors on the fulfilment of the BSBI's statutory obligations in respect of equality and diversity.

5. BSBI as an Employer

5.1 BSBI aims to ensure that all applicants and all members of its staff are treated equally and fairly and do not suffer discrimination because of any of the protected characteristics.

5.2 Recruitment and selection

BSBI recognises the benefits of a diverse workforce and will take steps to ensure that its employment practices are lawful and in keeping with best practice; that employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit; selection criteria and processes are fair and are not discriminatory on any of the protected grounds.

BSBI takes appropriate steps to ensure that these objectives are met, including:

- Reviewing its job selection criteria regularly to ensure that they are relevant to the job and are not disproportionate;
- Ensuring that short listing of applicants is done by more than one person wherever possible;
- Avoiding the use of wording in job advertisements that may discourage individuals with a particular protected characteristic from applying;
- Advertising vacancies to a diverse labour market; and where relevant, advertising them to particular groups that have been identified as disadvantaged or underrepresented within BSBI
- Not asking applicants about their health or disability before a job offer is made. The limited instances in which such questions may be asked, subject always to the approval of the Human Resources department

BSBI will ensure that any recruitment agency it engages is aware of the BSBI's requirement not to discriminate.

5.3 Conditions of Service

BSBI's terms and conditions of services including those relating to working hours, maternity and other leave arrangements, and performance appraisal systems, will not discriminate against any member of staff on the basis of any of the protected characteristics.

BSBI aims to provide appropriate facilities and conditions of services that take the specific needs of staff into account.

5.4 Career Development

BSBI will promote and develop its staff on the basis of merit and without reference to any of the protected characteristics. Positive action measures may however be taken where lawful and in accordance with relevant anti-discrimination legislation in order to encourage members of underrepresented groups to apply for job/promotion opportunities.

All employees will have access to training and other career development opportunities which are appropriate to their experience and abilities and commensurate with available resources. Positive action measures may however be taken where lawful, and in accordance with relevant antidiscrimination legislation, to provide special training and support for members of groups which are under-represented within the college's workforce and to encourage such groups to take up training and career opportunities.

Staff training needs will be identified through regular staff appraisals.

5.5 Termination of Employment

BSBI will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

BSBI will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

6. BSBI as an Education Provider

6.1 Recruitment, Admissions and Selection

All applicants will be given equal consideration during the selection process and will not be discriminated against on the basis of any of the protected characteristics.

All selection processes will be based solely on the applicant's suitability to the course requirements. Candidate selection will be carried out thoroughly and objectively, and entry qualifications for courses will only include those that are necessary and justifiable.

Recruitment practices will not exclude appropriately qualified applicants and efforts will be made to assess the equivalency and to look positively at qualifications from countries outside Germany. Applicants with disabilities will be advised as soon as reasonably possible regarding the reasonable adjustments that can be made for them if they study at BSBI.

6.2 Teaching, Learning and Assessment

BSBI seeks to ensure that its teaching, learning and assessment practices and systems are designed to encourage the academic and personal development of its students, are equitable, and take the needs of its diverse student body into account.

7. Procurement and Service Provision

7.1 BSBI recognises that by integrating equality and diversity into its procurement practices, it can further its equality objectives. Consequently, when selecting and evaluating contractors and suppliers, it will consider the extent to which they comply with anti-discrimination legislation including the General Equal Treatment Act.

7.2 Contractors or suppliers that are unable to demonstrate compliance with relevant legislation and codes of practice will not be considered for the award of contracts to provide goods or services to BSBI.

7.3 BSBI's terms and conditions for the supply of goods and services will require contractors and suppliers to comply with equality and diversity legislation and with this policy. Non-compliance with or breach of these requirements will give rise to a right of termination of contract by BSBI.

7.4 Where appropriate, BSBI shall monitor and review on a regular basis the extent of contractors' and suppliers' compliance with legislation, codes of practice and with this policy.

8. Complaints of discrimination

8.1 If a student or member of staff considers that he or she is suffering from unlawful discrimination, harassment, or victimisation because he or she has one or more of the protected characteristics, he or she may make a complaint which will be dealt with.

8.2 BSBI will treat all complaints of breaches of this policy seriously and will take appropriate action where necessary. Complaints may be brought by members of staff, students or other third parties and will be investigated in accordance with BSBI's grievance, disciplinary and/or complaints procedures. The complainant will be informed of the outcome of the BSBI's investigation.

9. Monitoring and Review

9.1 This policy will be monitored and reviewed by the Equality and Diversity Committee on a regular basis to judge its effectiveness and to determine whether it is meeting the requirements of antidiscrimination legislation and BSBI's equality objectives. These procedures will be undertaken in consultation with the BSBI's main stakeholders.

9.2 BSBI will monitor and record as appropriate (but without requiring individuals to provide information should they not wish to do so):

- The gender and ethnic composition of its staff and students as well as the number of disabled individuals within these groups;
- The gender, ethnicity and disability of all job applicants, short-listed applicants and successful applicants for jobs;

- Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, the sexual orientation and religion or belief of staff and students;
- The number and outcome of complaints of discrimination made by staff, students and other third parties.
- Disciplinary action (if any) taken against members of staff.

9.3 Information obtained will be used to review the effectiveness of the policy and the progress that it is making in helping BSBI to achieve its equality and diversity objectives. BSBI will implement any changes that are required.

10. Advice and Support

Advice and support relating to discrimination, harassment and bullying will be available for both staff and students. Sources of staff advice and support will include Human Resources. Sources of student advice and support will include the Student Services.

11. Publication of Policy

This Policy is available on the BSBI's website. Alternative formats of this policy can be provided on request.

BSBI School of Business
and Innovation GmbH

Alte Post
Karl-Marx-Straße 97-99
12043 Berlin, Germany
+49 305 85840959
info@berlinsbi.com
berlinsbi.com