

Equality and Inclusivity

Policy



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Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on quality@cmbs.edu.mt

Ensure you are reading the latest version available on the CMBS LMS.

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1. Equality and Inclusivity Policy

1.1 Scope and Applicability

This policy applies to all aspects of the Central Mediterranean Business School's (CMBS) operations, encompassing its interactions with students, staff, and external stakeholders. It is relevant to all processes including the student life-cycle, recruitment, teaching and learning, support services, and employment practices. The policy covers all forms of discrimination, including but not limited to age, disability, gender, race, nationality, ethnic origin, marital status, civil partnership, pregnancy, maternity, religion, political beliefs, sexual orientation, and gender reassignment. It applies to every member of the CMBS community, including students, staff, contractors, and visitors, ensuring an inclusive and respectful environment that celebrates diversity and promotes equality.

1.2 Purpose

The purpose of this policy is to embed the ethos of equality and inclusivity within all functions of CMBS. It aims to create an environment where diversity is embraced, respected, and seen as a source of strength. This policy is designed to promote fairness, respect, and equal opportunities for all, regardless of background or personal characteristics. It seeks to eliminate any form of discrimination or bias within the institution, ensuring that all individuals have equal access to opportunities for learning, advancement, and personal development. Through this policy, CMBS commits to creating a community where everyone feels valued, included, and empowered to achieve their full potential.

1.3 Legal Framework

This policy is underpinned by compliance with national and international laws and regulations related to equality, diversity, and inclusivity. CMBS adheres to key legal frameworks such as the Equality Act 2010 and the Equality for Men and Women Act 2010 and respective updates. The institution ensures that its policies and practices reflect the obligations and standards set out in these frameworks to protect the rights of all individuals and promote fairness, equality, and respect.

2. Definitions

Bullying:	Repeated, intentional behaviour that causes harm or distress to an individual, involving an imbalance of power, which can be physical, verbal, or emotional.
Discrimination	“Discrimination” refers to treating someone unfavourably because of characteristics like age, gender, race, etc., as mentioned in the scope.
Extremism	“Extremism” is vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
Harassment	“Harassment” refers to unwanted conduct related to a protected characteristic that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
Intersectionality:	The interconnected nature of social identities such as race, gender, class, and disability, which overlap and interact to create unique experiences of discrimination or disadvantage for individuals.
Radicalisation	“Radicalisation” is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.
Victimisation	“Victimisation” refers to treating someone unfairly because they have made or supported a complaint about discrimination or harassment.

3. CMBS Ethos

Our ethos is intended to promote equality of opportunity by fostering an atmosphere of mutual harmony and respect among its community. Everyone should ensure that their behaviour is not discriminatory and does not make any other person feel uncomfortable. CMBS will not tolerate discrimination by or against any of its students, staff or stakeholders.

CMBS welcomes students and staff with disabilities, impairments, or other conditions such as mental health conditions and neurodiversity, and aims to provide relevant support where needed. CMBS is committed to serving the whole community fairly and equally. It values and respects everyone within and outside the CMBS community, ensuring all individuals have equal access to opportunities and support.

CMBS promotes respect, tolerance, and diversity. Students and employees are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

CMBS is committed to equality of opportunity and social inclusion by:

- Being open to recruiting a student population and attracting a workforce that reflects the diverse community at large because we value and respect the individual contributions of all people.
- There is a responsibility on all students and associates to treat each other with dignity and respect.
- CMBS will take positive action to provide equality of access and parity of esteem for all who study and work here.
- Action will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment and admission, selection of staff, training, career progression and management, and exclusion from learning or termination of employment, are based solely on objective and relevant criteria.

We also recognise that some individuals may experience discrimination or disadvantage based on the intersection of multiple identities (e.g., race, gender, disability, or socioeconomic status). CMBS acknowledges the concept of intersectionality and is

committed to understanding and addressing the unique challenges faced by individuals with multiple, overlapping identities to ensure that every person is treated with fairness and dignity.

To ensure our actions are objective and relevant, very often one expects good judgment. In cases where it is easy to measure, like admissions based on course programme, we follow those criteria.

CMBS is guided by our values namely;

Excellence:

We are motivated by the pursuit of excellence.

Integrity:

We value openness, transparency, honesty and authenticity.

Accessibility:

We are adaptable, flexible and inclusive.

Supportive:

We take a nurturing approach tailored to individual needs.

Real-world:

We work with industry and engage in research to address current and future needs.

Pioneering:

We embrace innovation and believe progress is achieved by pushing boundaries and exploring new ideas.

4. Discrimination or Harassment

At CMBS, we operate with zero tolerance to discrimination or harassment of any kind. We will seek to provide a learning and working environment that is free from unlawful discrimination, harassment, or victimisation. Any form of behaviour that discriminates, on the grounds of such factors as gender, marital status, family responsibility, sexuality, race, nationality, colour, ethnic or national origin, religion or religious belief, social class, medical conditions, disability, trade union membership or activity, age, and unrelated criminal convictions will not be tolerated.

4.1 Reasonable Adjustments

CMBS is committed to ensuring that staff and students with disabilities, mental health conditions, neurodiverse conditions, or other impairments are provided with reasonable adjustments where necessary. Reasonable adjustments may include modifications to the physical environment, flexible learning options, adapted teaching materials, or adjustments to assessment methods. For example, providing additional time for assessments, or alternative formats for learning resources. We aim to ensure that all adjustments are appropriate, proportional, and designed to support individuals in achieving their full potential.

CMBS will take steps to identify, address, eliminate or minimise any unnecessary or artificial regulations, requirements or conditions that cannot be shown to be directly relevant to maximising an individual's performance. Support services are available to staff and students, including access to mental health services, learning support, and other forms of personal assistance to accommodate specific needs.

In order to meet this commitment, CMBS will:

- Make clear its commitment by publicising its policy to all employees, students, sub-contractors, partners, and users of its services.
- Market the full range of its provision and services in ways that meet the needs of minority groups, including ethnic minorities, and people with disabilities, or wherever under-representation is identified.
- Ensure equality of opportunity by replacing practices, procedures, and customs in

all areas of CMBS's life that are identified as being directly or indirectly unfair and discriminating.

- Ensure appropriate representative participation in advisory, consultative, and managerial processes connected to this policy. We do this by inviting feedback from all relevant stakeholders.
- Adopt and monitor policies and procedures to provide equality of opportunity in the recruitment, selection, promotion, and training of staff. Recognise its legal obligations and raise staff awareness through ongoing training and updating.
- Where possible, ensure that reasonable adjustments are made to meet the individual needs of students and staff, including those with physical, mental, and learning challenges.
- Every tutor is responsible for embedding a culture that welcomes diversity, and one that challenges and deals with unfairness and discrimination.

Every student is responsible for acting in a manner that is non-discriminatory and respects the individuality of others at all times; challenging prejudice, discrimination, or harassment whenever and wherever they see it; and bringing to the attention of CMBS staff any procedures, practices, services, or facilities that they perceive limit equality of opportunity or access.

Personal safety is a basic requirement for effective learning and teaching. CMBS will not tolerate harassment or bullying of any kind. If harassment, bullying, or victimisation of or by students or staff is proven, CMBS will provide support for individuals affected by such incidents, and relevant disciplinary action against perpetrators will be taken. With regard to disciplinary action, this could range from a chat to expulsion/dismissal depending on the severity of the case.

5. Extremism and Radicalisation

CMBS is fully committed to safeguarding and promoting the welfare of all its employees and students. Every employee recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability individuals may face.

It is important for the CMBS staff to be constantly vigilant and remain fully informed about the issues which affect the areas, cities, and society in which we intend to deliver work-based learning. All employees are reminded to suspend any 'professional disbelief' and that radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns to the appropriate external agencies. We believe that it is possible to intervene to protect people who are vulnerable and to embrace equality and diversity.

CMBS aims to ensure that employees are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen and that we work alongside other professional bodies and agencies to ensure that students' and employees are safe from harm.

All employees must be aware of the processes for reporting concerns about individuals and/or groups. They must have the confidence to challenge, intervene and ensure that they maintain strong safeguarding practices based on the most up-to-date guidance and best practice.

Should any CMBS team member or student become aware of any indicating factors that a student or employee is vulnerable to being radicalised or exposed to extreme views, the following process will be followed:

- All incidents of prejudicial behaviour will be reported directly to the School Principal.
- All incidents will be fully investigated and recorded in accordance with the **Grievances and Appeals Policy and Procedure.**
- Students concerned will be contacted, and the incident discussed in detail, aiming to identify motivating factors, and to assess whether the incident is serious enough

to warrant a further referral. All records of the meeting will be kept alongside the initial complaints form.

- The School Principal will follow-up four weeks after the incident to assess whether there is a change in behaviour and/or attitude. A further meeting would be held if there is not a significant positive change in behaviour.

CMBS will agree the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.

6. Filing a Grievance

If anyone believes they have been discriminated against in any way, individuals can file a grievance. A complaint can be lodged by sending an email to our Admissions and Student Affairs Team on studentsupport@cmbs.edu.mt. There is an escalation process starting from Student Affairs up to the CMBS Board/Awarding Body. Further information regarding our complaints procedure can be found in the **Grievances and Appeals Policy and Procedure**.

7. Associated Policies

- CMBS Ethos Policy
- Admissions and Enrolment Policy and Procedure
- Recognised Prior Learning (RPL) Policy and Procedure
- Grievances and Appeals Policy and Procedure
- Health and Safety Policy
- Selection and Recruitment Policy and Procedure
- Student Rights, Responsibilities and Code of Conduct
- Staff Evaluation, Promotion and Professional Development Policy and Procedure
- Programme and Academic Regulations
- Equality Act - Ministry for European Affairs and Equality
- Equal Opportunities (People with Disability) Act