



SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

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EQUALITY & DIVERSITY POLICY

SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

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1. INTRODUCTION AND STATEMENT OF INTENT

The Swiss Institute of Management and Sciences is committed to promoting and implementing equality of opportunity in the learning, teaching, research and working environments.

The Institute aims to create a learning and working environment based on fostering good relations between all people, with a shared commitment to promoting respect for all and challenging and preventing stereotyping, prejudice, discrimination and harassment.

The Institute is committed to inclusiveness, which “embraces diversity by valuing and respecting the perspectives and contributions of all our colleagues and students”, to the benefit of the Institute community in respect of its learning, teaching, research, management, administration and support service activities.

The Institute upholds the principle that, in their areas of expertise, relevant staff of the Institute shall have freedom within the law to hold and express opinion, to question and test established ideas and received wisdom, and to present controversial or unpopular points of view without placing in jeopardy their employment or any entitlements or privileges they enjoy.

2. SCOPE OF THE POLICY

This Policy applies to all members of the Institute community, including:

- All members of staff holding a contract of employment, and staff from other institutions on placement at, or visiting the Institute.
- Individuals with honorary or affiliate status.
- All students, including visiting and placement students.
- Visitors, including external persons or agencies using the Institute’s premises, facilities or services.
- Contractors working at the Institute.
- Individuals working or acting on the Institute’s behalf, including suppliers of goods and services.





3. THE POLICY

The Institute aims to ensure that all members of its community are treated with fairness, dignity and respect.

The Institute will apply this policy in compliance with and in the spirit of the relevant legislation.

The Institute will not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (hereafter referred to as the 'protected characteristics') in any decisions concerning student admissions, progression or support provision.

The Institute will not discriminate on grounds of any protected characteristic, in decisions concerning staff recruitment and selection, career development, promotion, staff development opportunities, pay and remuneration, or reward and recognition.

The Institute will not discriminate against any person on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex or sexual orientation, in the provision of facilities or services, or in the exercise of public functions.

Under-represented groups are encouraged to apply to work and study at the Institute.

The Institute will carry out monitoring, where practicable, by protected characteristics to ensure that all job applicants, applicants for promotion and applicants for study are being fairly treated, and to support and inform the Equality Impact Assessment process.

The Institute will assess the impact of its policies and practices to identify and mitigate any disadvantage to protected characteristic groups.

4. INSTITUTE RESPONSIBILITIES

The Institute will ensure that:

Staff and students are made aware of this Equality and Diversity Policy through the Institute's web pages, publications, induction and training provision, and through the line management structure, as appropriate.

Publicity material reflects the diversity of the Institute's community.

Staff, students and visitors are treated fairly, irrespective of their protected characteristics. The Institute will take prompt action over alleged discrimination, victimisation or harassment.





Reasonable adjustments are made, as appropriate, to enable disabled staff and students to overcome substantial disadvantages in the working and learning environment and in the use of recreational facilities provided by the Institute.

Existing procedures for staff and student complaints, grievances and discipline/conduct matters are applied in a just, fair, open and timely manner.

Staff involved in staff recruitment, student admissions, selection and promotion panels receive training on equality and diversity matters.

External contractors are made aware of their responsibility in relation to equality and diversity and will be required to comply with Institute policies and regulations.

Learning and teaching material, where practical, includes positive, diverse, non-stereotypical content.

Public events are held, wherever possible, in accessible locations, and where accessibility is limited by necessity, this is made clear to potential attendees.

5. INDIVIDUAL RESPONSIBILITIES

All Institute staff, students, contractors and visitors have a responsibility under the Equality and Diversity Policy. All individuals are:

- Responsible for making themselves aware of the Institute Equality and Diversity Policy.
- Expected to participate in training which supports the implementation of the Institute's Equality Policy, as appropriate.
- Responsible for their behaviour and expected to treat others with dignity and respect. This includes cases where alleged or proven discrimination, harassment, bullying or victimisation has occurred.
- To support the Institute's determination to promote good relations and eliminate discrimination and harassment.

Staff responsible for schemes of work, teaching content and resources should demonstrate sensitivity to equality and diversity issues.

Staff responsible for dealing with appeals, complaints, grievances, staff discipline and student conduct matters should demonstrate sensitivity to equality and diversity issues.





6. UNACCEPTABLE ACTIONS AND BEHAVIOUR

The Equality and Diversity Policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs but not to engage in activities or acts which interfere with the rights or beliefs of others.

Any attempt to coerce or threaten others to comply with a particular belief system, for example, through unauthorised distribution of literature or through threats or offensive remarks, may result in disciplinary action.

The Institute does not tolerate offensive literature (whether disseminated in hard copy or electronically) or graffiti on its premises (subject to limited exceptions pursuant to academic freedom (i.e. for use in academically valid research)).

Examples of unacceptable behaviours are contained within the Institute's Dignity at Work and Study policy, Student Code of Conduct, Code of Practice on Unacceptable Behaviour, and Staff Disciplinary Procedure.

7. CONCERNS AND COMPLAINTS

Where staff and students perceive that they have been unfairly treated in respect of a protected characteristic the following protocol applies:

- Staff should speak to their Line Manager in the first instance. Further advice can be sought from the Human Resources Department, Equality and Diversity Unit, Trade Union or, in the cases of bullying or harassment, from the Harassment Volunteer Network.
- Students should speak to their Adviser of Studies in the first instance. Further advice can be sought from the Student Representative Council (SRC) Advice Centre, Equality and Diversity Unit, Senate Office or, in cases of bullying or harassment, from the Harassment Volunteer Network.

Whilst it is the intention that staff issues be addressed locally, there may occasionally be disagreement. In this event the help of Human Resources or the Senate Office, or of the Equality and Diversity Unit may be sought. The staff member may wish to refer to the Dignity at Work and Study policy in the first instance. If the matter is not resolved, the member of staff may consider the use of the Grievance procedure (which can include mediation, if appropriate).

Students may use the Student Complaints and Grievance Procedures.

The Students' Representative Council Advice Centre is a Third Party Reporting Centre for hate crimes. Staff have been trained to assist a victim or witness in submitting a report to the police and can make such a report on the victim/witness's behalf.



8. MONITORING AND REVIEW

The Equality and Diversity Strategy Committee (EDSC) and the relevant Equality Working Groups will monitor the implementation and revision of this Policy.

The Institute will gather anonymised statistical information on the protected characteristics of staff and students in respect of the following:

- **Staff:** general composition of employees of the Institute, recruitment and selection, promotion, training and development (including Performance and Development Review outcomes), sickness absence, grievances and disciplinary procedures.
- **Students:** general composition of the students of the Institute, admissions, retention, progression, degree classification, complaints, appeals and conduct.

Information collected will be reported to the Equality and Diversity Strategy Committee in the first instance, and will be used to inform future equality and diversity work across the institution.

This policy shall be reviewed in the event of a change to relevant legislation, and in any event on a biennial basis.

