

Diversity and Equality Policy

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DIVERSITY AND EQUALITY POLICY

Content

Section 1 Overview and scope of the policy 1

Section 2 Our Aims..... 2

Section 3 Contact Information 1

Section 1 Overview and scope of the policy

1.1 Scope of the policy

This policy is aimed at our customers, who are using Internet Business School products and services, and applies the principles of diversity and equality.

The purpose of this policy is to set out our commitment to ensuring we adhere to legislation and regulation requirements. We fully support the principle of equal opportunities and oppose all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital/civil partnership status, nationality, political orientation, racial origin, religious beliefs, sexual orientation, social background or any other grounds or status

1.2 What products and services are covered by this policy?

This policy covers the delivery of The Internet Business School courses which are subject to scrutiny and enforcement by our qualifications regulators.

1.3. Who needs to know about the policy?

We must make our customers and our staff (including centre, satellite, subcontract centres or contractual staff) who are involved in the design, delivery, management, assessment and quality assurance of our products aware of, and familiar with, the contents of the policy.

1.4. How can we obtain copies of the policy?

You can download copies of the policy from our website: www.internetbusinessschool.com, or request copies from our Customer Support team on 01233 226 222 or by emailing support@internetbusinessschool.com

1.5. Review of the policy

We will review the policy regularly and may revise it as required in response to changes in legislation, changes in our practices, actions from our regulatory or external agencies, and / or in response to customer and stakeholder feedback.

Section 2 Our aims

It is the policy of The Internet Business School to treat all employees and job applicants fairly and equally regardless of their gender, age, race, disability, religion or sexual orientation.

Furthermore The Internet Business School will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Internet Business School will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The Internet Business School is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with the company Director. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

The Internet Business School observes the rights and respects the dignity of staff, students, visitors and all others with whom the Internet Business School has contact. It makes every effort to create an inclusive and diverse working, learning and social environment, free from unfair discrimination, prejudice and all forms of harassment and bullying.

2.1. Gender

Gender equality in the context of the Internet Business School Equal Opportunity and Respect for Diversity policy refers to:

- i. Equality of access to employment and equality of access to academic provision irrespective of gender.
- ii. Equality of treatment (e.g. pay, promotion) in the workplace and in relation to academic provision irrespective of gender.
- iii. Freedom from harassment and intimidation.
- iv. Every person, male or female, is represented equally in learning outcomes and assessment criteria and examples.
- v. Every person, female or male, is portrayed as being of equal status.

The Internet Business School prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or a visitor to the Internet Business School on the grounds of their gender, whether perceived or actual.

2.2. Age

Age refers to a person belonging to a particular age group, which can include people of the same age and people of a particular range of ages.

The Internet Business School prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the Internet Business School because of their age, whether perceived or actual. This means, for example, that the Internet Business School will not reject a qualified job applicant because a person belongs to a certain age group, whether perceived or actual.

2.3. Race & Nationality

The terms 'race and nationality' refer to an individual's race, color, nationality and ethnicity.

i. Nationality includes, for example, being a Spanish, American or Sudanese OR belonging to a certain 'tribe'.

The Internet Business School prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the Internet Business School because of their race, whether perceived or actual.

2.4. Disability

The term 'disability' refers to any person who:

- i. Has a physical or mental impairment, with or without outward visible signs.
- ii. The impairment has a substantial and long-term adverse effect on his/her ability to perform normal activities.

In this definition those who have to use a wheelchair as their normal method of transportation, and those who suffer from Depression, Diabetes, Dyslexia, Cancer, Multiple Sclerosis, HIV, are included. Protection for some disabilities, like Multiple Sclerosis, HIV and Cancer, starts at diagnosis even if there are no apparent symptoms.

The Internet Business School prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or a visitor to the Internet Business School

2.5. Religion

Religion refers to:

- i. Religion (e.g. Christianity, Islam Judaism, Hinduism, Zoroastrianism, Buddhism),

Or

- ii. Denomination of a religion (e.g. Sunni, Shiite).

The Internet Business School prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the Internet Business School because of their religions, whether perceived or actual.

2.6. Sexual Orientation

The term sexual orientation refers to someone who feels attracted sexually or romantically, or both to:

- i. Someone of the opposite sex or gender
- ii. Someone of the same sex or gender
- iii. To both sexes or more than one gender

The Internet Business School prohibits homophobic behaviour, discrimination, harassment or

victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the Internet Business School because of their sexual orientation, whether perceived or actual.

Implementation

In principle and in practice, the creation of an environment throughout the Internet Business School where equality of opportunities and respect for diversity is promoted is the responsibility of all members of the Internet Business School, both staff and students. However, the Director of the Internet Business School is ultimately responsible for the implementation of this policy. To meet this responsibility, he/she will ensure that the following are achieved through an action plan to ensure the following:

- All rules and regulations of the Internet Business School are consistent with 1-6 above.
- Adequate budget is allocated and necessary administrative infrastructure is set up for the implementation of this policy throughout the Internet Business School.
- A monitoring system to ensure this policy is adhered to across the Internet Business School is created and maintained, using surveys and other methods.
- An effective procedure for grievances against any violation of 1-6 above in any area of the Internet Business School by any student or member of staff is created and maintained.
- Appropriate training is provided to senior staff about this policy and its implementation.
- All learning resources support the implementation of this policy.
- All course materials, as far as possible, cater for the needs of the disabled students and they are provided with necessary assistance during registration and the remainder of the course.

Section 3 Contact information

3.1 Your Internet Business School contact for this policy

If you have any queries about the contents of the policy, please contact our Customer Support team: Email: support@internetbusinessschool.com

Telephone: 01233 226 222*

Post: Internet Business School, Bethersden, Ashford TN26 3EQ