



GABORONE UNIVERSITY COLLEGE OF LAW AND PROFESSIONAL STUDIES

EQUALITY AND DIVERSITY POLICY

Approved date: 20/10/2016

Monitored by: The management committee

1.1. Introduction

Gaborone University College of Law and Professional Studies (GUC) is a registered and accredited tertiary education institution specializing in Law, Early Childhood Education and Business courses. It is a privately owned college. We offer high quality and valuable education which builds the trainees into committed and responsible leaders who have an entrepreneurial spirit to benefit the industry and society. We aim to contribute to the growth, global competitiveness and development of Botswana's economy through providing valuable human capital that the local and global market can rely on. GUC is a private institution registered by the Human Resources Development Council (HRDC) of Botswana. GUC offers programmes accredited by the Botswana Qualifications Authority (BQA)

Equality and Diversity Policy Statement

Gaborone University College of Law and Professional Studies is committed to developing, maintaining and supporting a culture of equality and diversity in employment and enrollment of students in which staff and students are treated equitably, and where they can realise their potential whatever their age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief or non-belief, social or economic class, employment status, or any other criteria that cannot be shown to be properly justifiable. Equality of opportunity and inclusivity is fundamental to the vision and values of Gaborone University College of Law and Professional Studies.

2 Aims

The overall aim of the policy is to ensure that throughout engagement with the college all employees and students are treated fairly and with dignity and respect. This policy operates in accordance with the Recruitment Policy and Student Enrolment Policy with respect to job applicants. The college will ensure that its policies, procedures and practices comply with current legislation.

3. Scope of the Policy

This Policy applies to all members of Gaborone University College of Law and Professional Studies community, including:

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

4. The Policy

4.1 Gaborone University College of Law and Professional Studies aims to ensure that all members of its community are treated with fairness, dignity and respect.

4.2 Gaborone University College of Law and Professional Studies will apply this policy in compliance with and in the spirit of the relevant legislation.

4.3 Gaborone University College of Law and Professional Studies 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.

4.4 Gaborone University College of Law and Professional Studies 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.

4.5 Gaborone University College of Law and Professional Studies 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.

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

Where necessary positive action may be applied.

4.8 The college 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.

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

5. College Responsibilities

Overall responsibility for Equality and Diversity lies with the College Board of Governors. The Managing Director takes responsibility as Overseer of this policy in the college. He/She will ensure that:

- Staff and students are made aware of this Equality and Diversity Policy through the College Publications and web pages, induction and training provision, and through the line management structure, as appropriate.
- Publicity material reflects the diversity of the College's community.
- Staff, students and visitors are treated fairly, irrespective of their protected characteristics. The College will take prompt action over alleged discrimination, victimization or harassment.
- Reasonable adjustments are made, as appropriate, to enable disabled staff and students to overcome substantial disadvantage in the working and learning environment, and in the use of recreational facilities provided by the college.
- 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 college 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.

6. Individual Responsibilities

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

- Responsible for making themselves aware of the Equality and Diversity Policy.
- Expected to participate in training which supports the implementation of the 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 victimization has occurred.
- To support the College's determination to promote good relations and eliminate discrimination and harassment.
- Responsible for schemes of work, teaching content and resources that demonstrate sensitivity to equality and diversity issues.
- Responsible for dealing with appeals, complaints, grievances, staff discipline and student conduct matters should demonstrate sensitivity to equality and diversity issues.

7. 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 college 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)).

8. Concerns and complaints procedure

- 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 head of department in the first instance. Further advice can be sought from the management in the cases of bullying or harassment
- Students should speak to their student welfare department in the first instance. Further advice can be sought from the Student Representative Council OR management, in cases of bullying or harassment
- Students may use the grievance /communication procedure contained in the college rules and regulations

9. Monitoring and review

The management of the college will monitor the implementation and revision of this Policy. Authority is delegated to the Heads of Departments and line managers to monitor activities in relation to this policy .The college 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 college, recruitment and selection, promotion, training and development, sickness absence, grievances and disciplinary procedures.
- ✓ *Students:* General composition of the students of the college, admissions, retention, progression, degree classification, complaints, appeals and conduct.

Information collected will be reported to the management, 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 annual basis.