



Equality, Diversity and Inclusion Policy

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CONTENTS

SECTION	PAGE
1.0 INTRODUCTION	3
2.0 OBJECTIVES	4
3.0 INITIATIVES	5
4.0 RESPONSIBILITIES AND COMMITMENT	5
5.0 MONITORING	7
6.0 COMPLAINTS AND SUPPORTING POLICIES	8
7.0 REVIEW	8
8.0 CONTACT	8

1.0 INTRODUCTION

City University Malaysia (CITYU) is committed to creating and maintaining an inclusive and diverse community that fosters equality and promotes respect for all individuals regardless of their race, colour, ethnicity, national origin sex, gender identity, sexual orientation, religion, age, disability, socioeconomic status, and any other characteristic protected by applicable laws.

We value the unique perspective and experiences that diversity brings and believe that an inclusive environment enhances learning, research, and innovation. By embracing a diverse community of voices, we are better able to address sustainability challenges within vulnerable communities.

In addition to being compliant with the equality laws (public duties and Human Rights), CITYU also supports diversity and promotes equality of opportunity for all staff, students, and visitors regardless of their:

- ‘Protected Characteristic’ as defined under the Equality Act (2010):
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil partnership
 - Pregnancy and Maternity (including Paternity)
 - Race (colour, ethnic or national background)
 - Religion or Belief (including non-belief)
 - Sex
 - Sexual Orientation
 - Refugee and asylum seekers
- Caring responsibilities for a ‘Protected Characteristic’ including dependants.
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

The Equality, Diversity & Inclusion Policy outlines the responsibility for promoting inclusive environments, which are free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors, and service providers).

2.0 OBJECTIVES:

The University requires its staff, students, partners, and suppliers:

1. To be proactive in promoting equality by embracing, valuing, and recognizing difference, through the implementation of a wide-ranging equality action plan that tackles all facets of inequality and discrimination, creating genuine equality of opportunity and outcomes, and promoting good relations between people of different groups and a commitment to paying equal pay for work of equal value,
2. To recognize the negative impact on mental health of colleagues who have been affected by discrimination, hear their lived experiences, and provide support,
3. To educate our communities of staff, students, and researchers to be advocates of social justice (related to delivering a socially engaged curriculum in a general manner across the school),
4. To work with our student community to grow areas of inclusivity to address and welcome diversity,
5. To ensure fair and inclusive access to resources, facilities, programs, and services, strengthened by inclusive policies and practices,
6. To ensure recruitment and selection processes for faculty, staff and student positions will be conducted in a fair and unbiased manner, ensuring equal opportunity for all qualified applicants.
7. To address intergroup disparities in representation, attainment, and continuation, with a focus on intersectionality,
8. To ensure all learning and teaching, training, and personal development – assessment criteria, performance reviews, and development will be applied in a non-discriminatory manner and to actively promote equality; and outcomes and processes will be reviewed to ensure that indirect discrimination does not occur.

The University will take positive action including seeking, allocating and delivering adequate resources. In addition, the University will review the equality implications of its policies and procedures monitoring their outcomes and ensure continuous improvements are made. Reasonable adjustment will be made when necessary.

3.0 INITIATIVES:

To create an inclusive community that is based on dignity, respect, and accountability, where everyone finds space to be themselves and to realize their potential irrespective of differences in cultural background, race, and ethnicity, sexual orientation, gender, identity, beliefs, or skills and abilities.

1. We seek to develop trust and openness, to create safe spaces for dialogue that explores differences, to achieve mutual understanding and respect.
2. We will strive to promote talent, regardless of background, recognizing that everyone has equal access to the same opportunities.
3. We will strive to ensure that no requirements or conditions are imposed that could disadvantage individuals on any of the above grounds unless justifiable by means of achieving a legitimate aim.
4. We will ensure policies and procedures including but not limited to, those dealing with flexible working, disciplinary, absence and complaints will be applied in a non-discriminatory way and will be assessed to ensure equality needs are met.
5. We will ensure policies and procedures to promote participation, inclusion, and diversity, and overcome barriers to inclusion.

4.0 RESPONSIBILITIES AND COMMITMENT

The Management Board (attendees from Research, University, Professional Services and Students) is accountable for ensuring the Policy is implemented. All members of the university community share the responsibility to comply with this policy, treat others with dignity and respect and contribute to creating an inclusive and welcoming environment. The equality and diversity activities are managed through key committees and implemented via formal policies, guidance, and plans. The responsibility of equality and diversity extends beyond the University to also include subsidiary companies and collaborative partnerships.

1. Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students, and anyone associated with the University (e.g. visitors, contractors and service providers), in all aspects of university life.
2. Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.
3. The law stipulates that, any member of the University community found to be responsible for inciting, perpetrating, or colluding with discrimination or harassment may face disciplinary action.
4. All staff, students and anyone associated with the University, have a responsibility to adhere to this statement and apply it in their day-to-day work. The specific responsibilities in relation to this statement are as follows:
 - The University Board, as the employer, is ultimately responsible for ensuring that the University fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled.

- The Vice Chancellor's Office, having the overall leadership for managing the University, has the responsibility to ensure that the legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled across the University.
- The Director of Human Resources is responsible for implementation of this statement with respect to staff and for implementing related policies and procedures. The Director of Human Resources will also ensure that all staff receive appropriate equality and diversity inclusion training.
- The Director of Student Services (STAAD) is responsible for implementation of this statement with respect to students and for implementing related policies and procedures.
- Heads of School/Department have a responsibility to raise the profile of the policy within their Schools/Departments and ensure that all staff and students are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their Schools/Units.
- All staff and students have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and to adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of staff or a student will be taken very seriously and may result in disciplinary action being taken.

5.0 MONITORING

Monitoring will be essential to ensure that the University's 'Equality Statement' is working effectively. In order to achieve this, the University will monitor annually and publish details of:

- The profile of the staff and student population across the 'protected characteristics' (such as gender/transgender profiles) are not published.
- Student applications, offers made, acceptances, assessment results, drop-out rates, and awards of degrees.
- Recruitment and selection, leavers, promotion, re-grading and participation in training and development activities.
- Complaints including harassment and bullying complaints, grievances and disciplinary proceedings for staff and students.

The University guarantees that information gathered for the purposes of monitoring will be used only for monitoring and to improve its equality performance and will be held and processed in accordance with the Personal Data Protection Act 2010. The University's Central Equality, Diversity, and Inclusion (CEDI) committee is the central committee responsible for the University's EDI remit, strategy and best practice. The committee is responsible for

identifying and implementing strategies, actions and best practice with regard to all aspects of EDI.

COMPLAINTS AND SUPPORTING POLICIES

1. If a member of staff feels that they have been bullied, harassed, or discriminated against, the complaint should be raised in accordance with the appropriate CITYU Anti-Discrimination and Anti-Harassment Policy.
2. If a student feels that they have been bullied, harassed, or discriminated against, the complaint should be raised in accordance with the University's 'Harassment and Bullying Policy'.
3. All employees, students, and members of the public can use the online 'Report and Support tool' to report complaints or concerns to the University and access support information.
4. Other relevant policies can be found on the University's webpage.
5. Advice on the use of these procedures can be obtained from Human Resources and Student Services.

7.0 REVIEW

The Equality, Diversity and Inclusion Policy belongs to Human Resources, City University Malaysia. This policy will be reviewed to ensure consistency with best sector practice and updated terminology in 2022/23.