



# Policy on: Diversity, Non-Discrimination, and Equal Opportunity

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<b>Perspective</b>	Faculty and Support Staff		
<b>Policy Owner</b>	Director of Human Resources		
<b>Developed By</b>	Mr. Mohammed Al Barwani		
<b>Approval Body</b>	College Board		
<b>Policy History</b>	<b>First Introduced</b>	<b>Revised Date</b>	<b>Effective Date</b>
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<b>Review Cycle</b>	Every 3 years		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

## 1. Statement.

This policy is hereby developed to ensure every faculty and staff, including local and international faculty and staffs those with special needs, is treated with dignity and respect.

## 2. Policy Purpose.

- 2.1. Ensure a systematic implementation of procedures through the improvement of the quality of services by the college. Promote a culture of inclusion and belonging for all MCBS faculty and staffs.
- 2.2. Prohibit discrimination based on nationality, religion, color, gender or ethnic background.
- 2.3. Ensure fair and equitable treatment in all aspects of a faculty and staff's experience, including recruitment, access to college facilities, professional development, performance appraisal, and promotion.
- 2.4. Encourage the reporting and investigation of discrimination complaints.
- 2.5. Foster understanding and respect for diversity within the faculty and staff body.
- 2.6. Ensure adequate support for disable faculty, staff and visitors.

## 3. Definitions and Abbreviations.

- 3.1 **Discrimination:** Unjust or prejudicial treatment of a person or group.
- 3.2 **Formal Complaint:** A written statement alleging a violation of this policy.
- 3.3 **Informal Complaint:** A discussion of a potential violation of this policy with a trusted member of Management, HR or a faculty member, counselor, or member of staff.

## 4. Stakeholders.

**This policy applies to:** Staff and Faculty in MCBS

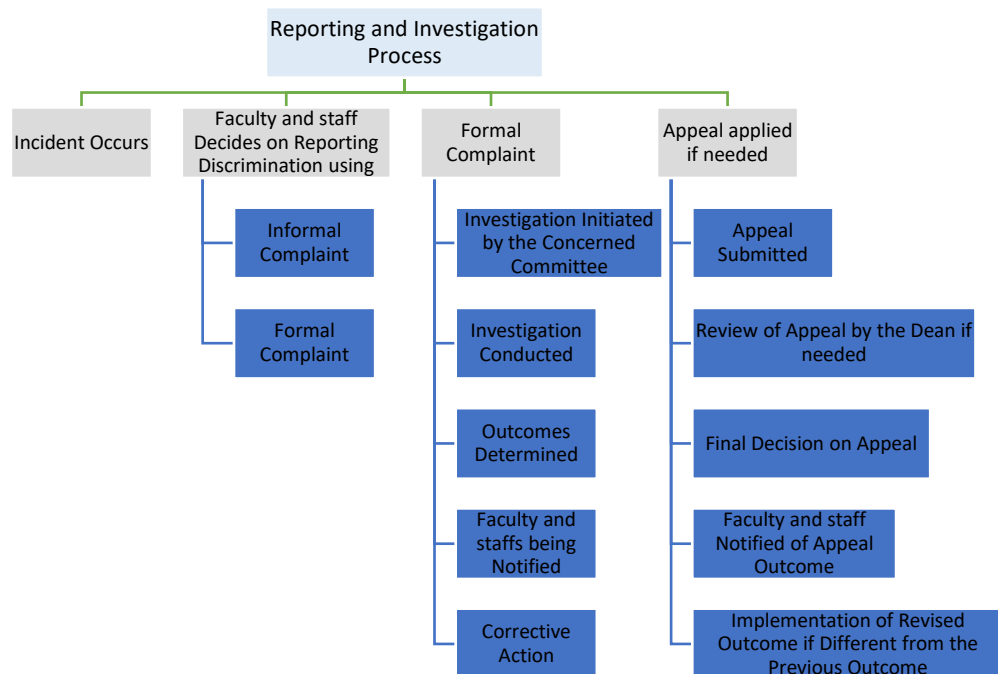
## 5. Procedures.

### 5.1 Handling discrimination at the College

As shown in the diagram below, these are the followed procedures:

- 5.1.1 **Stage 1:** Faculty or staff reports a discrimination incident by choosing between two options:
  - a. Informally, discussing the issue informally with a Management or HRD, or
  - b. Formally, submitting a formal written complaint using the form in *Appendix I* to Management or HRD.
- 5.1.2 **Stage 2:** The Disciplinary Committee initiates an investigation as soon as a formal complaint is received, ensuring confidentiality and thoroughness throughout the process.
- 5.1.3 **Stage 3:** The Disciplinary Committee conducts gathers evidence and allowing both the complainant and the alleged party to present their perspectives.
- 5.1.4 **Stage 4:** The Disciplinary Committee determines the outcome based on the investigation findings and decides if corrective action is necessary.

- 5.1.5 Stage 5:** The Disciplinary Committee informs the Dean and the faculty or staff who filed the complaint and the accused party of the investigation outcome promptly and clearly.
- 5.1.6 Stage 6:** The HR Department follow up on the implementation of corrective actions, if discrimination is confirmed, such as issuing disciplinary measures, providing counseling sessions, or updating relevant policies.
- 5.1.7 Stage 7:** Faculty and staff can submit an appeal if they disagree with the investigation's outcome. This appeal should be directed to the Dean with 10 days.
- 5.1.8 Stage 8:** The Dean reviews the submitted appeal, re-evaluates the case, and makes a final decision, ensuring an impartial and thorough reassessment.
- 5.1.9 Stage 9:** The Dean notifies the faculty or staff of the appeal decision and any changes to the initial outcome.
- 5.1.10 Stage 10:** A review is conducted after every 3 years through a survey in *Appendix II* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix III* before submitting it to QA



## 5.2 Support for disabled individuals

The College is committed to providing an inclusive and supportive environment for all faculty, staff, and visitors with disabilities. In line with the Policy on Equal Opportunity, the College will provide:

**5.2.1 Stage 1: Proactive Support:** Actively engage with individuals with disabilities to understand their specific needs and provide reasonable accommodations to facilitate their full participation in all aspects of College life. This includes but is not limited to:

- Accessible facilities and resources.
- Assistive technologies and equipment.
- Individualized support services.
- Flexible work arrangements where appropriate.

- 5.2.2 Stage 2: Accessibility:** Ensure that all College programs, activities, and services are accessible to individuals with disabilities. This includes physical accessibility, accessible information and communication technologies, and accessible teaching and learning materials.
- 5.2.3 Stage 3: Confidentiality:** Maintain the confidentiality of any information disclosed by individuals with disabilities regarding their needs and accommodations.
- 5.2.4 Stage 4: Training and Awareness:** Provide regular training and awareness programs to faculty and staff on disability-related issues, including:
- Understanding disability legislation and College policies.
  - Recognizing and addressing barriers to accessibility.
  - Interacting with individuals with disabilities in a respectful and inclusive manner.
- 5.2.5 Stage 5:** The College will strive to create a welcoming and supportive environment where individuals with disabilities feel valued, respected, and empowered to achieve their full potential.

### 5.3 Protection of Minority Groups

The College is committed to providing a safe and inclusive environment for all faculty and staff, particularly those from minority or underrepresented groups. The College recognizes that individuals from minority groups may face unique challenges and possible discrimination. Therefore, the College will take proactive measures to protect and support these groups, ensuring they have equal opportunities and are treated with dignity and respect. These measures include but are not limited to:

- 5.3.1 Stage 1: Active Promotion of Diversity:** The College will actively promote diversity in its recruitment and hiring processes, ensuring that individuals from minority groups are represented equitably in all positions and levels within the College.
- 5.3.2 Stage 2: Establishment of Support Systems:** The College will establish support systems and resources specifically designed to address the needs and challenges faced by minority groups. These may include mentorship programs, affinity groups, and counseling services.
- 5.3.3 Stage 3: Zero Tolerance for Discrimination:** The College will uphold a zero-tolerance policy for any form of discrimination or harassment against individuals from minority groups. Any reported incidents will be investigated promptly and thoroughly, and appropriate disciplinary actions will be taken against those found responsible.
- 5.3.4 Stage 4: Cultural Awareness and Sensitivity Training:** The College will conduct regular cultural awareness and sensitivity training programs for all faculty and staff to foster a greater understanding and appreciation of diverse cultures and backgrounds. This will help create a more inclusive and welcoming environment for everyone.
- 5.3.5 Stage 5:** The College believes that a diverse and inclusive community enriches the educational experience for all and is committed to protecting and empowering

individuals from all backgrounds, especially those from minority or underrepresented groups.

## 5.4 Empowering Women in the Workplace

Modern College of Business & Science is committed to fostering a workplace where women feel valued, respected, and empowered to achieve their full potential. To achieve this, the College proposes a comprehensive program to protect against woman discrimination, ensuring that all employees have equal opportunities and are treated with dignity and respect. Key Components of the Program:

- 5.4.1 Stage 1: Gender Equality Training:** Mandatory training for all faculty and staff on gender equality, unconscious bias, and recognizing and preventing woman discrimination.
- 5.4.2 Stage 2: Mentorship and Support Networks:** Establish mentorship programs and support networks to empower women in the workplace, providing guidance, encouragement, and professional development opportunities.
- 5.4.3 Stage 3: Flexible Work Arrangements:** Implement flexible work arrangements, such as remote work options and flexible scheduling, to accommodate the diverse needs of women, particularly those with caregiving responsibilities.
- 5.4.4 Stage 4: Equal Pay and Promotion Opportunities:** Ensure equal pay for work of equal value and provide fair and transparent promotion processes to prevent gender-based pay gaps and career advancement barriers.
- 5.4.5 Stage 5: Zero-Tolerance Policy for Harassment:** Enforce a zero-tolerance policy for any form of harassment or discrimination against women. Establish clear reporting mechanisms and ensure prompt and thorough investigations of all complaints.
- 5.4.6 Stage 6: Gender-Inclusive Language and Policies:** Promote the use of gender-inclusive language in all College communications and policies. Review and update existing policies to ensure they are free from gender bias and promote gender equality.
- 5.4.7 Stage 7: Family-Friendly Benefits:** Provide family-friendly benefits, such as paid parental leave and childcare support, to ease the burden on women and encourage work-life balance, all in compliance with Oman's Social Protection Laws.
- 5.4.8 Stage 8: Data Collection and Analysis:** Regularly collect and analyze data on gender representation and pay equity to monitor progress and identify areas for improvement.
- 5.4.9 Stage 9:** Modern College of Business & Science believes that a workplace free from discrimination and bias is essential for the well-being and success of all employees. By implementing this program, the College aims to create a truly inclusive and empowering environment where women can thrive and contribute their best to the College community.

## 6. Roles and Responsibilities.

### 6.1 Faculty and staffs

- Report any incidents or observations of discrimination.
- Participate in fostering a respectful and inclusive college environment.



## 6.2 MCBS Disciplinary Committee

- Receive and investigate formal complaints.
- Ensure confidentiality and impartiality during the investigation process.
- Communicate outcomes and corrective actions to the involved parties.
- Provide counseling and awareness programs to build awareness and ensure a respectful, inclusive community for faculty and staffs.

## 6.3 Staff Members in Faculty and staff Affairs

- Provide initial support and guidance to faculty and staffs reporting discrimination.
- Facilitate the formal complaint process.

## 6.4 Quality Assurance Department

- Ensure adherence to the Policy on Equal Opportunity.
- Conduct regular reviews of the policy's implementation and effectiveness.

## 7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

- Queens University. (n.d.). Orientation policy | University secretariat and legal counsel. Retrieved from <https://www.queensu.ca/secretariat/policies/senate/orientation-policy>
- University of East London. (n.d.). Policy on faculty and staff induction. Retrieved from <https://uel.ac.uk/about/governance/policy-faculty-and-staff-induction>

