

Document type	Equality, Diversity and Inclusion Policy
Document code	NUP POLICY
Competent body for approval	Senate
Document status	Approved
Date of entry into force	2021
Documents being replaced	-
Information officer for this document	NUP Quality Assurance Office
Access	Available online

At Neapolis University Pafos, we are committed to embedding equality, diversity and inclusion into all that we do. We understand the importance of creating an inclusive environment where the rights and dignity of all our staff and students are upheld and where every individual is valued and is able to reach their full potential. Neapolis University Pafos is, therefore, committed to promoting equal opportunities and non-discriminatory treatment for all members of its community regardless of age, disability, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.¹ We are fully committed to both meeting and exceeding our obligations under the current legislation. By doing more than what is required by law, we equip all our staff and students with the knowledge and ability to sustain and enjoy a fully inclusive working environment. We recognise the importance of making meaningful and sustainable change and dismantling systemic barriers so that everyone can thrive during their time at Neapolis.

¹ Age, disability, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation are collectively referred to as 'protected characteristics'.

This policy sets out the approach of Neapolis University Pafos to equal opportunities and the avoidance of discrimination. It applies to all aspects of employment and study with us. The University is committed to providing an inclusive environment which promotes equality, diversity and inclusion and respects the rights and dignity of all its staff, students and visitors. All members of the University community have a duty to support and uphold the principles contained in this policy.

The University values and celebrates diversity, and fairness and inclusion are fundamental to everything we do. We continuously aim to widen participation and encourage individuals to reach their full potential. The University aims to recruit and develop employees and students from a wide range of backgrounds and promote an inclusive culture where:

- it provides a supportive and inclusive learning, working and social environment where everyone feels that they are valued and can work to achieve their full potential;
- it offers opportunities that are open to everyone;
- all decisions are based on merit and are free from bias;
- ensures that all our students, employees and visitors, as well as anyone who applies or wants to apply to work or study with us, are treated fairly and with dignity and respect, and do not face discrimination. The University is committed to providing equality for everyone, regardless of:
 - Age;
 - Disability;
 - Gender identity;
 - Marital or civil partner status;
 - Pregnancy or maternity (whether or not you are pregnant or have given birth recently).
 - Race;
 - Colour;
 - Nationality;
 - Ethnic or national origin;
 - Religion or belief;
 - Sex;
 - Sexual orientation.

This policy covers all employees, students, officers, consultants, contractors, volunteers, visitors, interns, casual workers and agency workers as well as job applicants and those applying to study at the University.

To support our equality and diversity aims and values, and to meet our legal commitments, we have a number of linked policies and schemes, which support and form part of this overall policy.

Our Commitments

The University:

- values diversity and promotes equal opportunities for everyone
- promotes respect and encourages good relations within and between groups, especially those with protected characteristics
- aims to meet the different needs of different groups, as appropriate, while promoting shared values
- promotes an inclusive and harmonious place of work and study where people respect others and where harassment and bullying, intimidation and violence are not tolerated
- prevents unlawful discrimination and victimisation
- meets its legal obligations with regard to non-discrimination
- takes action where anyone has not complied with this policy
- confirms its commitment to a comprehensive policy of equal opportunities, in which individuals are selected, developed and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the University
- will mainstream equality, diversity and inclusion in all University policies, strategies and procedures, promote it widely, and deliver best practice wherever possible
- will ensure that employees, students and visitors are aware of the University's Equality, Diversity and Inclusion policy and the procedures available for making a complaint in case there is a failure to adhere to this policy
- will monitor and report on its progress in putting into practice this policy
- will ensure that staff recruitment, staff promotion and other staff selection exercises such as redundancy selection and selection for various University committees and posts will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting, appointment and rejection decisions will be transparent, justifiable and will be supported by written comments
- will monitor workforce composition, participation in University committees and roles, and promotions to ensure equality of opportunity at all levels of the University
- will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action
- will provide managers and employees with access to equality and diversity training and development
- is committed to the principles of fair admissions and fair access through the recruitment of students with the greatest academic ability and potential, irrespective of their social, cultural or economic background
- will ensure that no applicant to any of its programmes shall be treated more or less favourably than any other on account of having one or more of the protected characteristics noted on p. 1 of this document
- in deciding whether to offer a place to an applicant, it will treat each application on its individual merits. It will take a range of information supplied in the submitted application into account when identifying an applicant's suitability for, and likely ability to meet the demands of, the programme for which they have applied
- welcomes applications from students with disabilities. If an offer is made, an assessment of needs is carried out to ensure that the University can provide the

required support. The University will make reasonable adjustments to assessment methods to meet the needs of disabled students as appropriate

- will deliver an inclusive learning and teaching environment and improve accessibility of our materials
- will ensure that it provides clear, consistent and transparent criteria for student assessments and all assessments will take place on an equal opportunities basis
- will ask for commitments from our suppliers and partners to make sure that they take steps to promote equality, diversity and inclusion and prevent discrimination
- will ensure there are suitable resources in place to enforce this policy effectively

Implementation of the Policy: The Equality, Diversity and Inclusion Committee

The Senate, through the President and the Rector of the University as well as the University's Equality, Diversity and Inclusion Committee, has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law.

Day-to-day operational responsibility for this policy, including its regular review, has been delegated to the University's Equality, Diversity and Inclusion Committee. The Equality, Diversity and Inclusion Committee is led by the University's Equality, Diversity and Inclusion Lead. Its membership consists of the University's Equality, Diversity and Inclusion Lead; the 5 members of academic staff who are the Equality, Diversity and Inclusion Leads for each School of the University; three members of administrative staff; and four students. Equal gender representation and representation of staff and students with different protected characteristics within the Committee is imperative and this must be taken into account during the selection procedure for the members of the Committee. The University's Equality, Diversity and Inclusion Lead will be selected every three years following the publication of an internal University vacancy seeking for expressions of interest to be appointed to this role. The School Leads for Equality, Diversity and Inclusion will be appointed at School level, following the publication of an internal vacancy (at School level) seeking for expressions of interest to be appointed to this role. The three members of administrative staff will be selected every three years following the publication of an internal University vacancy seeking for expressions of interest to be appointed to this role. The four student members who will sit on the Committee will be selected on an annual basis following the publication of an internal vacancy (at University level) seeking for expressions of interest to be appointed to this role.

The Heads of Schools must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the University's aims and objectives with regard to equal opportunities.

It is the obligation of our employees, students, suppliers, partners, and other people carrying out work or delivering services on our behalf, to comply with this policy. We expect every member of our University community to promote a culture which is free from discrimination and all forms of harassment and bullying. Staff at all levels should critically examine their

attitudes towards their colleagues and students and ensure that no trace of unfair discrimination is allowed to affect their judgement.

Staff will be given appropriate training on equal opportunities awareness commensurate with their duties. The University may also require students to be trained appropriately under this policy. The aim of the training will be to

- ensure that all employees and students are familiar with the requirements of equality legislation and the University's equality, diversity and inclusion policies
- raise awareness of the key issues surrounding equality and diversity
- advise staff on good management practice and behaviours
- engender in all staff a positive attitude about valuing diversity among the workforce

The University takes a zero tolerance approach to discrimination. We will investigate any incidents of discrimination, harassment or bullying, and we may dismiss or expel the person responsible for any of the above.

Embedding Diversity in the Curriculum

Creating an inclusive, relevant and accessible curriculum will contribute to attracting and retaining our target groups, equipping students to respond to increasingly diverse environments and will assist us in achieving our strategic objectives.

Accordingly, when new courses and programmes are designed – and when existing courses and programmes are reviewed – issues of equality, diversity and inclusion must be taken into account throughout the process. Hence, it must be ensured that the language, content and imagery used in all programmes and courses reflects the diversity of culture, identities and experiences in Cyprus and internationally. Moreover, curriculum planning should include an assessment of the level of accessibility for students with protected characteristics (e.g. disabled students) and should make provision for reasonable adjustments where necessary.

For this purpose, the School Lead for Equality, Diversity and Inclusion should be involved in all programme and course design and review processes at School level.

Language

We recognise that prejudice and discrimination may arise and be reinforced by the use of language which is not neutral and/or free from personal bias. Words and phrases can be associated with negative attitudes and may unintentionally offend people, including members of groups with protected characteristics. We, therefore, expect every member of our University community to refrain from using language that may cause offence to others. This includes when writing or speaking and in material that is published online. Rather than prescribe to the members of our community what language they can use, we ask our staff and students to use good judgement and be aware of common inappropriate or offensive references in relation to the protected characteristics.

Communications

We will proactively promote equality, diversity and inclusion in both internal and external media sources. All information contained in prospectuses, websites and other material used in the recruitment of staff and students will promote equality of opportunity. Language and images used in all University communications must be inclusive and must not discriminate against specific persons or groups of persons.

All our communications for staff and student recruitment will state our commitment to equality, diversity and inclusion.

We will actively engage with staff, students and the community to improve our equality functions and activities.

Procedures for Complaints for Breaches of this Policy

The University takes a strict approach to breaches of this policy, which will be dealt with in accordance with the relevant staff or student disciplinary procedures. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal for employees and withdrawal from the University for students.

If anyone believes that they have suffered any type of discrimination, harassment or victimisation as, or by, a member of our University community, we expect them to report this by submitting a formal complaint to the Equality, Diversity and Inclusion Committee. With regard to matters, however, that there is another Committee that has as its specific mandate to deal with them – as is the case, currently, with the Gender Equality Committee that hears complaints for discrimination on the ground of sex and other breaches of the University's Gender Equality policy – formal complaints should, at first instance, be submitted to that Committee and should only reach the Equality, Diversity and Inclusion Committee if they are not resolved.

There must be no victimisation or retaliation against staff or students who complain about discrimination. However, making a false allegation deliberately and in bad faith will be dealt with under our disciplinary procedures.

Monitoring Process

To ensure that its workforce and student body is representative and complies with its equality legal obligations, Neapolis University Pafos currently monitors on an annual basis the age, disability, sex, ethnicity, sexual orientation, gender identity and religious affiliation of all staff, job applicants, promotions, committee membership, and students. Monitoring enables us to see what is happening in practice to measure progress in relation to equality so that the workforce and student body profile reflects and is representative of the diversity of society at all levels of the University. It also enables us to identify any obstacles within organisational structures or procedures and modify these accordingly to promote equality of opportunity.

Monitoring data is collected annually by the University's Head of Internal Quality Assurance and is presented to the Equality, Diversity and Inclusion Committee. The collection of data for this purpose is carried out in line with Data Protection legislation.

Review of the Policy

This policy will be regularly reviewed by the University's Equality, Diversity and Inclusion Committee. Staff and students are invited to comment on this policy and suggest ways in which it might be improved by contacting the University's Equality, Diversity and Inclusion Lead. The University's Equality, Diversity and Inclusion Committee will monitor the application of and compliance with this policy and will regularly assess and report on the progress that it is making towards meeting its equality, diversity and inclusion commitments as these are noted in this policy.

Definitions

Direct discrimination: treating a person less favourably than another person would be in the same or not materially different circumstances because of a protected characteristic. For example, rejecting a job applicant because he or she might be gay or failing to offer a student a place because of his or her race.

Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others. For example, requiring a job to be done full-time rather than part-time: this will adversely affect women because they are more likely to need to work on a part-time basis because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

Harassment: any behaviour that is inappropriate, unwelcome, unreciprocated or offensive to the recipient and makes the recipient feel threatened, humiliated or patronised and which creates an intimidating, hostile, degrading or offensive working environment. Harassment includes sexual harassment and other unwanted conduct related to a protected characteristic.

Victimisation: retaliation against anyone to whom this policy applies who has complained or has supported someone else's complaint about discrimination or harassment.