



VOCATIONAL TRAINING INSTITUTE (VTI LTD)

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(MQA Approved)

Equality, Diversity & Inclusion Statement and Policy

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Approved by	VTI Management

1 Equality, Diversity and Inclusion Statement

- 1.1 The Vocational Training Institute Ltd-VTI is committed to providing and supporting an inclusive environment that promotes equality and diversity. We are proud of our diverse community where all can reach their full potential and flourish, whatever their background.
- 1.2 We are committed to providing an environment where all students, staff, visitors, contractors and stakeholders are welcomed and treated with respect. No one should experience less favourable treatment or discrimination because of their age; disability; gender identity or reassignment; marital or civil partnership status; being pregnant or recently becoming a parent; race; religion or beliefs, sex or sexual orientation.
- 1.3 We believe that socio-economic background also plays an important role in access to education and employment and we are committed to ensuring that social class does not affect student outcomes or staff's employment where possible.
- 1.4 The Institute recognises that members of staff and students may have a range of aspirations and goals and wishes to provide a positive working and learning environment for all. It also recognises that students and staff members have different needs and that these may be shaped by their family and/ or any caring responsibilities. All staff and students should have equal access to the full range of institutional facilities, and adjustments to working and learning practices are considered, wherever appropriate, in order to accommodate a more diverse Institute community.

2 Scope of the Policy

- 2.1 This Policy applies to all staff , students and visitors to the institute.
- 2.2 The Policy should be read in conjunction with the **Dignity at Work Policy**, the Student Code of Conduct, Dealing with Unacceptable Behaviour Guidance and staff and student Disciplinary Procedures.

3 The institute 's responsibilities

- 3.1 The institute is subject to the Public Sector Equality Duty and Specific Duty under the Equality Act. The Public Sector Equality Duty requires the institute to have due regard to the need to:
 - eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;
 - foster good relations between people who share a relevant protected characteristic and people who do not share it.
- 3.2 These responsibilities apply to the Protected Characteristics outlined in 1.2 above.
- 3.3 Equality, Diversity and Inclusion are integral to policy formulation,

implementation and planning decisions. In order to fulfil our public sector duties under current legislation, impact assessments and monitoring will be undertaken where appropriate.

- 3.4 The institute also has a duty to ensure that course design and the curriculum are also inclusive and that there is access to an appropriate education for all sectors of the community.

4 Responsibility for Equality and Diversity

- 4.1 The management has overall responsibility for the effective implementation and compliance with the Equality Act

- 4.2 The Manager and the Assistant Manager Executive are responsible for ensuring an inclusive culture which fosters equality and diversity for all staff, students and visitors:

- treat others with respect at all times, and promote an environment free of all kinds of bullying and harassment;
- actively discourage and challenge, discriminatory behaviours or practices;
- participate in training and learning opportunities that would enable them to adopt best practice.

- 4.3 The Supervisor is responsible for the overall implementation of the Public Sector Equality Duty and ensuring the institute abides by its legal responsibilities. He/she will ensure that any new or updated policies and procedures are analysed for any adverse impact they might have on equalities, and take any necessary action to mitigate this.

- 4.4 The Equality & Diversity Advisory Group, chaired by the supervisor , is responsible for:

4.3.1 Advising on the compliance with the Equality Act;

4.3.2 Promoting the delivery of equality objectives across the institute ;

4.3.3 Updating the Academic group and the management on equality issues and compliance.

- 4.5 The Group will advise the institute on the development of a range of Equality Objectives for both students and staff. The Group will monitor their implementation by means of an action plan. It will also publish equality data annually.

- 4.6 Managers are responsible for ensuring that the activities of their school or department are in keeping with this statement. All managers must lead by example by demonstrating and instilling the standards of behaviour required by the institute . They must ensure that those they manage adhere to the institute 's policies and promote our aims and objectives with regard to inclusion, equality and diversity. Managers will be given appropriate training on equality and diversity awareness and recruitment and selection best practice.

- 4.7 The IQ officer , is responsible for ensuring that there is an appropriate policy framework to support inclusion, equality and diversity. They are also responsible for ensuring that training is available and that recruitment and selection procedures promote and demonstrate the institute 's commitment to inclusion, equality and diversity.
- 4.8 The vti Services are responsible for ensuring that procedures for the recruitment, enrolment, support and awards for students promote and demonstrate the institute 's commitment to inclusion, equality and diversity.
- 4.9 The Communications and Marketing division is responsible for the promotion of the use of inclusive language and imagery to avoid the use of words or phrases which are discriminatory or exclusive in all institute publications and correspondence.
- 4.10 The Heads of School are responsible for ensuring that academic development is inclusive and that policies for academic support take account of the diversity of the institute 's students.
- 4.11 All members of staff and students have personal responsibility to ensure that their actions, including any activity on social media, are in line with this statement and to treat all members of the institute community with respect and dignity. All staff are responsible for ensuring that they undertake training appropriate to their role to enable them to support the institute 's equality and diversity policies.
- 4.12 Students are responsible for upholding the principles of this policy and contributing to a safe and inclusive environment that celebrates diversity and respect.

5 Breach of the Policy

- 5.1 The institute will take seriously any breaches of this Policy by staff, students contractors or visitors. Any instances of non-adherence will be investigated with the intent of resolving matters. Where appropriate, such instances may be considered under the relevant disciplinary policy and procedures.
- 5.2 Where appropriate, all student and staff complaints about breaches of the Policy should be raised at a local level in the first instance, with a view to informal and timely resolution. If such attempts to resolve complaints are not successful, or are inappropriate due to the nature of the breach of the Policy, then,
- enrolled students who believe there has been a breach of the Policy in relation to the provision of a service or facility provided by the institute may raise this through the Student Complaints Procedure;
 - instances of students breaching the Policy may be investigated under the Student Code of Conduct;
 - students who believe there has been a breach of the Policy within the academic process, may access the Academic Appeals Procedure

- employees who believe there has been a breach of this policy may raise this through the Dignity at Work Policy and Procedure.
- 5.3 Support is available from the Advice Team for students who consider that they have not had access to appropriate services or been the subject of inappropriate decisions or behaviour. For staff, advice and guidance is available from their manager.
- 5.4 Any visitor, or service user other than students, who believes there has been a breach of this policy may complain in writing to the manager vti@intnet.mu who will ensure that it is dealt with appropriately.