Qassim University جامعة القصيم **Policy and Procedures**	**POLICY ID: DQ-PP-21-4-2** **Approval date**: 23/05/2021 **Review date**: 20/06/2024 **Effective date**: 20/07/2021
Equality, Diversity and Inclusion (EDI) policy	

1. INTRODUCTION

The University Equality, Diversity, and Inclusion (EDI) policy typically outlines the University's commitment to fostering an inclusive and equitable environment for all staff, students, and stakeholders.

2. DEFINITIONS

2.1. Equality: refers to that all individuals have equal access to opportunities and are not discriminated against on the basis of characteristics like race, gender, disability, age, religion, sexual orientation, socio-economic background, or other protected characteristics.

2.2. Diversity: The University aims to create a diverse community where different perspectives, experiences, and backgrounds are valued.

2.3. Inclusion: Inclusion ensures that everyone feels respected, supported, and able to fully participate in university life.

2.4. Legal Compliance: the University typically aims to comply with relevant legislation and regulations, which prohibit discrimination based on protected characteristics.

3. PURPOSE

The purpose of this policy is to set out the University's commitment to an inclusive and supportive environment for students, staff and visitors that is free from discrimination, and a place where all its members are able to participate and have the opportunity to fulfill their potential.

4. POLICY

4.1. To prohibit discrimination, harassment, and victimization based on protected characteristics, which may include:

- Age

- Disability
- Gender
- Race
- Religion or belief

4.2. Ensuring fair and transparent processes that encourage applications from underrepresented groups

4.3. Supporting flexible working arrangements, reasonable adjustments for disabilities, and career development opportunities for all staff.

4.4. Providing EDI training for staff and students to raise awareness and foster inclusive behaviors.

4.5. Offering counseling, mentoring, and support networks for marginalized groups.

4.6. Establishing clear procedures for reporting discrimination, harassment, or bullying, and ensuring confidentiality and protection for complainants.

4.7. Ensuring that all university facilities, services, and communications are accessible to individuals with disabilities.

4.8. To encourages the celebration of cultural, religious, and social diversity through events, awareness campaigns, and inclusive practices.

4.9. The University commits to a zero-tolerance approach to discrimination, harassment, and bullying, with clear consequences for violations

5. PROCEDURES

5.1. The University community shares responsibility for the successful application of this policy, whilst specific responsibility falls to managers, partners and advisors who are professionally involved in employees and student support, development, and supervision.

5.2. This policy will be applicable at all stages of the student and staff and employees.

5.3. The University will seek to ensure that all employees and students have equitable access to the full range of institutional facilities connected to their area of study or work and that adjustments to recruitment process, working and learning practices are considered wherever reasonably practicable in order to accommodate a diverse community.

5.4. Any employee or student who believes that they may have been the victim of discrimination, harassment, bullying or victimisation should refer to the University's administration office - these outline how they can be supported and the next steps or options suitable to them.

5.5. This policy will be made widely available to all employees and students electronically and in physical formats, where required, to ensure that they are

aware of their entitlements and responsibilities with regard to equality, diversity and inclusion.

6. RESPONSIBILITIES

6.1. The promotion of Equality, Diversity and Inclusion is the responsibility of all University's stakeholders. As members of the QU community, all staff, employees and students are expected to ensure that the University is an inclusive, welcoming and productive environment.

6.2. The Senior Management Team is responsible for ensuring the University meets its legal obligations relating to equality.

6.3. The Human Resources Department is responsible for:

- Monitoring data from applications for staff vacancies, the staff profile, resignations, dismissals and redundancies, grievance and disciplinary procedures, incidents of harassment, and participation in training and development
- Monitoring completion of mandatory training including equality, diversity and inclusion and unconscious bias training;
- Keeping up to date with relevant legislation.

7. REVIEW

6.1. Regular review of policies and procedures every 3 years to ensure they are effective and up-to-date.

6.2. Commitment to continuous improvement based on feedback and evaluation results.

8. DISTRIBUTION

7.1. All Deanships and Administrative departments and units.

7.2. Available in the University website

Approved By: Date Signed: 20/06/2024

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