



## Diversity, Equity and Inclusion Policy

### Purpose and Scope

This policy applies to all Dublin Business School's (DBS) employees whether full-time, part-time, fixed-term, hourly-paid, temporary or permanent and the aim is to ensure consistent and fair treatment for all in the organisation.

DBS is fully committed to providing a good and harmonious working environment where everyone is treated equally and with respect and dignity. DBS' commitment to diversity, equity and inclusion brings many benefits to attracting, retaining and developing students and employees. We commit to creating a future in which anyone with the will and potential to succeed, regardless of their background, has the opportunity to transform their lives through accessing an outstanding learning experience at DBS. Championing diversity and equity in all our teaching and learning activities, including staff employment and advancement, forms part of this commitment to fairness, equality of opportunity and support of our employees and learners.

Our aim is that remuneration, general terms & conditions, recruitment, promotion, and retention will not be affected by irrelevant considerations and stereotyping. To ensure each person feels part of our community, DBS has underpinning values driving our culture: Act with Integrity, Empower and Support, Create Opportunity, Grow Knowledge and Drive Results Together. These values are supported by our DBS behaviours which can be accessed [here](#).

DBS is proudly committed to being an equal opportunities employer. Therefore, it is our policy that there will be no discrimination against or harassment of any employee, job applicant, visitor, contractor or learner either directly, indirectly or by association or perception, based on any of the nine protected grounds under The Equality Status Act 2000-2018:

- Gender
- Marital Status
- Family Status
- Sexual Orientation
- Religion
- Age
- Race
- Disability

- Members of the Travelling Community

This policy has been developed to:

- Ensure DBS fulfills its legal obligations
- Prevent and/or minimise the risk of any discrimination or unfair treatment to employees, job applicants, visitors, contractors or learners
- Increase awareness of minimum acceptable standards amongst employers, job applicants, visitors, contractors and learners
- Promote positive attitudes and behaviours with regard to equality, diversity and inclusion for the health, well-being and benefit of employees, job applicants, visitors, contractors and learners

### **Definition of equality, diversity and inclusion**

Equality is the principle by which individuals should be treated equally, fairly, with dignity and free from discrimination, but not always necessarily treated the same. There may be occasions (for example in the case of a disability) where an unequal effort is required to ensure the principle of equality is met. It is also the view of individuals to be given access to the same opportunities in employment, education and services.

Diversity is the principle of valuing and embracing the differences in people and retaining the benefits of a varied workforce that optimises people's talents whatever their backgrounds. Diversity encompasses visible and non-visible individual differences. It can be seen in the makeup of the workforce in terms of gender, ethnic minorities, and people with disabilities by looking at access to management positions, job opportunities and general terms and conditions in the workplace.

Inclusion is about embracing all people in a community irrespective of their background, characteristics or disability. The aim is to give equal access and opportunities and remove discrimination and intolerance.

### **Embedding equality, diversity and inclusion in our culture**

DBS has adopted equality, diversity and inclusion as core values and set the key objectives of:

- Ensuring that all individuals who come into contact with DBS, whether as employees, students or in other capacities, are treated with dignity and respect
- Ensuring that the opportunities DBS provides for learning, personal development and employment are made available on a non-discriminatory basis
- Providing a safe, supportive and welcoming environment for employees, job applicants, visitors, contractors and learners

DBS seeks through all its policies and actions to be a genuinely inclusive organisation, and draws from this on good practice throughout the Irish Higher Education sector and in the wider economy. The

objective is to integrate the principles of equal treatment and promotion of diversity into all aspects of Dublin Business School's day-to-day life.

### **Shared values = Shared responsibilities**

All DBS employees are required to work within the framework of this policy and assist the organisation in meeting its commitment to provide equal opportunities in employment and avoid unlawful discrimination. All forms of oppressive behaviour, bullying and harassment should be challenged at all times.

#### **Employees are responsible for ensuring that:**

- They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy and, for those in management positions, that they ensure that those who report to them also comply with the policy
- They do not instruct, induce, or attempt to induce or pressurise others to act in breach of this policy
- They cooperate with any measures introduced to develop equality, diversity and inclusion
- They respect the sensitivities of others
- They promote positive attitudes, behaviours and values with regard to equality, diversity and inclusion for the health, well-being and benefit of employees, job applicants, visitors, contractors and learners
- They share good and best practice which leads to continuous improvement through embedding equality, diversity and inclusion into all policies, strategies and procedures
- They make themselves aware of DBS' Equality, Diversity and Inclusion Policy

#### **DBS is responsible for ensuring that:**

- A good example is set by treating all members of the DBS community with dignity and respect
- They take a leadership role in all aspects of equality, diversity and inclusion related matters
- Manage unacceptable behaviour in accordance with the relevant policies
- Due consideration is given to equality and diversity within their areas of responsibility e.g. policy development and decision making
- Employees, job applicants, visitors, contractors and learners are treated fairly across the 9 grounds
- The Equality, Diversity and Inclusion Policy is promoted

#### **Breaches of this policy**

Acts of discrimination, harassment, bullying or victimisation against employees, job applicants, visitors, contractors or learners are disciplinary offences and will be dealt with under the organisation's disciplinary policy. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to summary dismissal.

## **Suggestions, concerns and complaints**

If you wish to make a suggestion or raise a concern informally, you are welcome to do so via your line manager, your senior leadership team member or to a member of the Human Resources department.

If you consider that you may have been unlawfully discriminated against, bullied or harassed, you may use DBS's grievance policy to make a formal complaint. Where such complaints may concern the normal line of supervision or management, employees should speak to a member of the Human Resources department. DBS will take any complaint seriously, will investigate them thoroughly and as a matter of priority, and will seek to resolve any grievance that it upholds.

You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is untrue and made in bad faith. Where complaints are found to be malicious, they may be dealt with as misconduct under the disciplinary procedure. Any vexatious, malicious, trivial or excessively unreasonable complaint will not be heard under the Grievance Procedure. Any employee who feels unfairly treated as a result of raising a complaint should raise it as part of the original complaint and not as a new complaint wherever possible.

## **Seeking Advice and Guidance**

For further advice and support on this policy, please contact a member of the HR team or email [hr@dbs.ie](mailto:hr@dbs.ie).

***Review** Employment policies will be reviewed and amended from time to time by the College in line with legal requirements, business objectives, operational needs, and for other reasons that may arise. The College will endeavour to notify staff of key changes; however it is the responsibility of all employees to keep themselves up to date with the current versions of employment policies as made available via the Human Resources intranet page. Please therefore revisit all employment policies at regular intervals, and refer to relevant policies as and when the need arises.*