

Rajitlal Institute of Management Sharjah (RIMS)

Equality and Diversity Policy

Version 1.0 (2025)

Policy Authorized by Responsible Officer
Dated on: 11/08/2025



Policy Statement

Rajitlal Institute of Management Sharjah (RIMS) aims to promote and practice equal opportunities in its training, materials, publicity, and recruitment of staff and in all aspects of its Service operation. We value the rights of all individuals who come into contact with the Institute such as prospective students and job applicants. We believe that people from a range of backgrounds and experiences can enhance the life and development of the institution and that all individuals should be treated on the basis of individual merit and without prejudice. These requirements being met, no regard should be taken (except where the law allows) of that person's race, creed, colour, nationality, ethnic origin, disability, religion, religious belief, language, political or other opinion affiliation, connections with a national minority, property, birth or another status, gender, gender reassignment, sexual orientation, marital status, family connections, or membership or non- membership of a trade union.

Introduction

This Equal Opportunities Policy has been developed as a commitment by the Institute's Executive Board and its members of staff to the development, implementation and application of procedures that do not discriminate, and which provide genuine equality of opportunity for all.

Direct Discrimination in the context of equal opportunities means treating an individual less favourably than someone else is or would be treated in the same or similar circumstances because of gender, race, colour, nationality, ethnic or national origin, disability, religion or belief, sexual orientation or on any other ground identified in our Equal Opportunities Policy Statement.

Indirect Discrimination also occurs where a provision, criterion or practice is applied which places a certain group of people (who are covered by our Equal Opportunities Policy) at a particular disadvantage and it cannot be shown that the provision, criterion, or practice is a proportionate means of achieving a legitimate aim.

Scope

This procedure applies to all activities and procedures undertaken and adopted by the Institute, to ensure equality of opportunity for all.

Individuals with Particular Needs

It is recognised that individuals may have particular needs related to equality and diversity matters. Where individuals have particular cultural and religious needs which may require a modification to existing requirements, the Institute, where practicable, will endeavour to accommodate these needs, within the constraints of operational requirements. Each situation and request will be treated individually and fairly.

It is the policy of the Institute to ensure that discrimination does not occur on grounds of disability. The Institute recognises that it is unlawful for an employer and a provider of education and training to discriminate against a disabled person. Access will therefore be based on skills, qualifications, and relevant experience.

Where individuals are placed at a substantial disadvantage as a result of their disability, the Institute will make reasonable adjustments to the arrangements, practices, premises or equipment provided to remove the substantial disadvantage.

Wherever possible, the Institute will provide opportunities and training for disabled people, including those who become disabled, in order to make the best possible use of skills and potential.

Responsibility Levels

The success of this policy in ensuring that all are treated on an equal basis is dependent upon securing the co-operation and support of everyone at all levels in the Institute. The overall responsibility for implementing this policy lies with the principal.

Individual members of staff and learners have the responsibility to assist in the prevention of discrimination by creating an ethos of equality and respect for individuals in the Institute. They must, therefore, promote equality of opportunity in accordance with Institute policy by demonstrating appropriate behaviour.

Employment Practice

All individuals will be treated fairly and equitably and decisions on recruitment, selection, training, promotion, and career management will be based solely on individual ability, effective performance and the needs of the Institute.

It is the policy of the Institute that all staff is treated fairly in terms of their pay and other conditions of employment.

Those responsible for the determination and administration of terms and conditions of employment must ensure that those aspects are applied fairly, consistently and on a non-discriminatory basis.

The Institute encourages individuals to develop their full capability by offering development opportunities on a non-discriminatory basis. This will be determined by Institute needs and objectives and the skills, experience and qualifications of individual members of staff.

The Equal Opportunities Policy will be issued to every member of staff and publicized throughout the Institute. It will be included in the Staff Handbook, Induction training and other relevant training courses.

The Institute is committed to ensuring that former members of staff are not discriminated against or subjected to harassment on the grounds of sex, race, colour, nationality, ethnic or national origin, disability, age, sexual orientation or religion or belief where this arises out of and is closely connected to the employment relationship, for example, in the provision of a reference.

Student-Related

The Equal Opportunities Policy will strive to ensure equality of access to all potential students, as well as to ensure that all students enjoy equal access in terms of curriculum, assessment, support services and resources.

The Institute will ensure equality of access to all potential students by:

- ensuring that all course information is accurate, clear, and free from explicit or implicit discrimination
- providing written entry criteria and procedures which are free from any form of discriminatory practice
- providing impartial and accurate guidance for all applicants to ensure their placement on appropriate courses which offer success and progression
- ensuring that all course information is written in a format that is easily understood by all prospective students
- providing feedback on which selection criteria the student has not met
- ensuring that the curriculum meets and reflects the diversity of our student body and community
- ensuring that all teaching staff identify opportunities in all areas in which they work to adopt the best approach to the opposition of racism, sexism, and all forms of discrimination in terms of course content, teaching styles and classroom organization and management

- ensuring that all teaching and learning materials are free from explicit or implicit discrimination and include positive images of disadvantaged groups
- ensuring that all students and staff have equal access to the full range of support services within the Institute
- ensuring that all assessment strategies and materials are fair and reliable

Records

All equality of opportunity related documentation pertaining to staff and learner activity will be retained within the Administration Office. Information provided by existing and potential learners or members of staff for monitoring purposes will be used only for this reason and will be dealt with in accordance with the Data Protection Act 1998.

Monitoring and Review

The Institute will continue to examine and review procedures for recruitment, selection, terms and conditions of employment, staff and career development, grievance, discipline, and other existing procedures to reflect the needs of the Institute on the basis of experience and statutory obligations as necessary.

In monitoring the effectiveness of the Institute Equal Opportunity Policy, basic information relating to staff activity will continue to be gathered and analysed to give organizational statistics in respect of sex, sexual orientation, religion or belief, race, colour, nationality, ethnic or national origin and disability. Individuals are under no obligation to provide such data; however, all information obtained in order to provide statistical information for monitoring purposes will be treated in the strictest confidence.

Should barriers to equality of opportunity relating to staff activity be identified that highlight under- representation, the Institute will endeavour to take the necessary remedial action by a programme of positive action and support. Good practice in equal opportunities will be promoted and disseminated with, action continuing to be taken to demonstrate to potential applicants, clients and the public at large, that the Institute is an equal opportunity employer.