



EQUAL OPPORTUNITY AND DIVERSITY POLICY

Policy Statement

CTS College of Business and Computer Science through its commitment to providing quality tertiary education shall adopt an equal opportunity policy to achieve its mission and vision. The College is committed to promoting an environment for staff and students which provides equality of opportunity and diversity, and which is free of any discrimination and harassment. It supports equal opportunity and diversity and strongly opposes discrimination/harassment. This policy statement is developed in accordance with the Equal Opportunities Act (2000, as amended).

Policy Purpose

All prospects, regardless of their gender, race, ethnicity, geographical origin, religion, social standing, sexual orientation, marital status or any other form of differentiating orientation would be accorded an equal opportunity to be assessed for the program to which he/she is applying. The purpose of this policy also is to outline CTS's commitment to promoting equality and diversity in all aspects of the College's operations: employment, education and service provision.

Scope

This policy applies to:

- All applicants for employment, employees and all those who work full time and part time for CTS College. The policy applies to all decisions in relation to recruitment and selection, promotion, access to training and terms and conditions of employment.
- All students and student applicants. The policy is applied on the context of the admission of students and the provision of all services to students including teaching and learning, assessment, progression and support services.



Statements of Commitment

CTS College:

- Is committed to non-discrimination in matriculation, application and provision of educational services to any qualifying student in any of the equality grounds: gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation.
- Is committed to non-discrimination in employment in relation to any of the equality grounds: gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation.
- Provides an environment of dignity and respect where all staff and students can develop their full potential. Prohibits harassment or bullying of staff, students or other members of the College community.
- Is committed to providing accessible classrooms and ergonomics for students with disabilities.
- Is committed to facilitating access to its programmes to students from under-privileged backgrounds.
- Will develop positive action measures to support students who may be disadvantaged or under-represented in accessing education once they qualify to enter the programme.

Equality in employment

This section outlines how CTS College's commitments to equal opportunity and equal access is coherent with the college's employment practices and procedures. The policy affects all areas of employment practice including recruitment and selection, training and development, progression, pay, employment conditions and retention. In relation to recruitment and selection CTS will:

- Not discriminate directly or indirectly against any applicant or candidate to employment in relation to gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation.
- Select candidates on the basis of merit and qualification – ensuring the candidate with the talent, skills, competencies and experience most suited to the post is selected.
- Ensure transparency of recruitment procedures.



- Provide a job specification that specifies essential and desirable requirements, skills, knowledge, experience and competencies for the position.
- Ensure the job descriptions and advertisements do not directly or indirectly exclude any potential applicant or include any unnecessary requirements that would unfairly exclude an applicant in relation to gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation.

Equality in service provision (students)

This section outlines how the College's commitments to equal opportunity, non-discrimination and to equal access and participation apply to the educational services.

- CTS College will ensure equality of access and opportunity for students and will ensure its admissions process, assessment and other procedures do not discriminate directly or indirectly against any student in relation to gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation.
- CTS College will seek to provide high quality services in an inclusive, accessible and flexible manner to the diversity of the student and service user population.

Promoting equality in services

CTS College will continue to monitor equal opportunity in all aspects relating to students, staff and other stakeholders and ensure there is no discrimination relating to gender, family status, employment or civil status, sexual orientation, age, disability, religion, ethnicity or any other form of differentiating orientation. Each area which provides a service (academic, student service or other) will have the responsibility for ensuring the provision of equal opportunity to all stakeholders.

Communicating the Policy

The College will seek to communicate this policy effectively to all staff, managers, students and other stakeholders by a variety of internal means of communication: website, orientation sessions, e-mail & staff meetings.



Approval Signature

Ravi Ragoonath
Executive Director

Date