

**KIBOGORA INSTITUTE A.K.A.
"KIBOGORA POLYTECHNIC"**



**EQUALITY AND
DIVERSITY POLICY**

Introduction

Rwanda is committed to the principles of promoting equality of opportunity, recognising and valuing diversity, and being inclusive of all sectors of society in all aspects of Institute life. These principles are a core part of Rwandan.

Therefore, KP aims at creating conditions whereby staff and students are selected and trained solely on the basis of their merits, capabilities and potential, regardless of sex, marital status, disability, HIV/AIDS status, religion or belief, age, socio-economic background, family circumstances, or any other irrelevant distinction.

This Equality and Diversity Policy of KP seeks to prevent any unfair and discriminatory practices whenever they may occur, and to actively promote a culture of equality and diversity, where all staff and students may contribute as fully as possible.

1. Policy Statement

The KP will ensure that:

- All potential and current staff and students are treated fairly, and are not discriminated against on grounds of gender, marital status, disability, ethnicity, HIV/AIDS status, religion or belief, age, socio-economic background, family circumstances, or any other irrelevant distinction
- An inclusive and supportive environment is created for staff, students and others associated with the work of the institutions, that truly recognises and values staff and student diversity, and promotes good relations between different groups
- A shared awareness, understanding and commitment to equality and diversity is developed to enable all staff and students to act in accordance with this Policy, so that equality and diversity can be effectively mainstreamed into the core of all the Institute functions

3. Commitment to mainstreaming equality and diversity

We are committed to taking active and reasonable steps to ensure that all functions, policies, processes, planning procedures, provision, mechanisms and initiatives do not discriminate on the grounds listed above, including those that relate to:

- Student admissions and access
- Student achievement and assessment
- Guidance and support for students
- Teaching and learning
- Curriculum
- Research
- Staff recruitment, training, development and support
- Partnerships and community links
- Grievance and Disciplinary procedures
- Facilities and Estates
- Marketing, Public Relations and information
- Communications, language and terminology

Furthermore, the KP ensure that equality and diversity are ‘mainstreamed’ into everyday functions in our Institute, so that they are an integral part of the areas listed above.

4 Implementation

Section 3 outlines Rwandan Higher Education’s commitment to promoting equality and diversity throughout all areas of its activities. Some specific mechanisms will be used to ensure that this Policy is implemented effectively and put into practice.

Monitoring

- To inform planning and to identify gaps in provision and representation, staff recruitment and progression, and student admission and progression, will be monitored by ethnicity, gender, disability, religion and age. The following will be monitored:

- ✓ Applicants for employment – job application rates, selection success rates and success rates at different stages of the process, selecting and training panel members.
 - ✓ Staff – including representation of disabled people, gender, ethnicity and age balance and religious groups in relation to training, promotions, complaints, grievances and disciplinary proceedings, permanent, temporary and fixed term appointments, local or international status and leaving in KP (including dismissals, resignations, redundancies and retirement).
 - ✓ Students – including admissions, selection methods, choice of subject, change of subject, selection method and dropout rates for each programme, assessment (including the results of different assessment methods), work placement, (including success rates, satisfaction levels and job offers connected to placements), results of programmes targeted at people from particular equality groups, complaints, grievances and disciplinary proceedings.
- ✓ application and registration forms for students;
 - ✓ the module evaluation questionnaire;
 - ✓ an exit questionnaire for staff
- The Institute, through the Rector will make an annual report on the working of this Policy. This will include information on the outcome of the year's monitoring, and review specific measures to promote equality and diversity, and make appropriate recommendations where necessary.

Positive Action

If the monitoring process identifies significant differences between equality groups in terms of student admissions, achievement levels, progress, or in staff recruitment and promotion, the institution will assess the reasons for this and will take positive action where appropriate to address under representation where appropriate.

Equality Impact Assessment of policies, practices and procedures

The policies, practices and procedures of the institution, including this Policy, will be assessed for their impact on equality of opportunity for all groups including gender, disability, religion and age. The policies, practices and procedures subject to impact assessment will include those that relate to the curriculum, teaching and learning, assessment, admissions, access and participation, student support and guidance, partnerships and community outreach, research and knowledge transfer, staff recruitment, training and career development.

Religious obligations

We, reasonable and practicable, meet the needs of an individual arising from their religion or belief and not place unreasonable constraints upon such individuals. Where this is not reasonable and practicable, it will provide an explanation justifying the inability of the Institution to respond to the individual need.

Students with disabilities

Applications for admission to academic programmes from people with disabilities will be considered against the same criteria as those from potential students without a disability. Institutions will not discriminate on grounds of disability through less favourable treatment where this cannot be justified, or a failure to make reasonable adjustments, where this cannot be justified. The institutions will take into account the need to provide physical access for people with disabilities when planning new buildings and carrying out the refurbishment of existing buildings

Staff with disabilities

Applications from potential employees with a disability will be considered against the same criteria for the post as applications from potential employees without a disability. Institutions will not discriminate on grounds of disability through less favourable treatment where this cannot be justified, or a failure to make reasonable adjustments, where this cannot be justified. The institute will take into account the need to provide physical access for people with disabilities when planning new buildings and carrying out the refurbishment of existing buildings

Working arrangements for Staff

Consideration will be given to arrangements for working part time and the introduction of flexible working hour, where reasonable and practicable, to improve job opportunities subject to effectiveness, efficiency and affordability.

Training

Training programmes will be offered to inform staff of this Policy and raise awareness of good practice in promoting equality and diversity, and also to meet the specific needs of Faculties and Departments. Staff will be required to attend training events on equality and diversity issues as appropriate to enable them to carry out their responsibilities with respect to this Policy.

Communication, consultation and participation

Ensure that its work on equality and diversity is communicated to staff and students to ensure that they are kept up to date. Staff and students will be consulted to gauge their opinions, experiences and ideas and they will be given the opportunity to participate in the development and implementation of policy and practice. This process will be extended to external stakeholders and groups; KP will seek to develop links with community and interest groups both locally and nationally with a view to enabling them to be involved in informing and developing the equality and diversity agenda

Implementation Strategy

The successful implementation of the Equality and Diversity Policy will be secured via an implementation strategy which provides:

- Clear aims
- Specific actions needed to achieve the aims
- Identification of the responsible senior manager

- Strict timescales to achieve them
- Ways of continually reviewing the aims, the outcomes and the policy

The implementation strategy will be carried through by an Action plan which will be monitored and reviewed regularly by the Staffing Committee in consultation with relevant parties.

Publishing, Monitoring and Reviewing Arrangements

- This policy will be provided to new employees within their induction pack, it will be accessible via the institution's website, as well as being made available in alternative formats where reasonable and practicable.
- Consultations will take place on the outcomes from the annual monitoring and review process, and will involve representatives from throughout the institution including Students. Staff will be able to provide feedback through their line managers.