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## EQUAL OPPORTUNITY POLICY

Policy Title	Equal Opportunity Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023)  Current Version: 1.0 (October 2023)
Responsible Office	Vice Chancellor's Office and Marketing Department
Contact Information	Questions concerning the policies should be directed to the Registrar of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023 Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	AIHE faculty, staff, and students
Who Needs to Know About This Policy	This policy governs AIHE towards promoting equal opportunities and inclusion
Reason for Policy /	AIHE Equal Opportunity Policy is designed to ensure that all

Purpose	students, faculty, and staff have equal access to educational opportunities and are treated fairly, regardless of their background, characteristics, or circumstances. These policies are typically implemented to promote diversity, inclusion, and the elimination of discrimination within the educational environment.
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**Policy Purpose:**

Establishing a framework that supports equity, diversity, and inclusivity inside AIHE is the goal of an equal opportunity policy. This policy aims to guarantee that everyone has equal access to opportunities, rights, and benefits regardless of their circumstances, traits, or backgrounds.

**Scope and Application of this Policy**

This policy applies to all aspects of employment, from recruitment to termination of employment. This policy also applies to recruitment of students on AIHE’s programmes. The AIHE will take the following steps to put the policy into practice and implement it:

- The policy will be a priority for the organization,
- The Vice Chancellor (VC) will ensure implementation of the policy on a day-to-day basis,
- The policy will be communicated to all students, workers and job applicants and will be displayed on the AIHE website,
- Employees will be consulted regularly about the policy and related action plans and strategies,
- The policy will be explained to all workers so that they are aware of their rights and responsibilities and on how it will affect the way they carry out their duties and what constitutes acceptable and unacceptable conduct in the organization,

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- Managers and employees in key decision-making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions, and criteria can have on workers, and the importance of being able to justify decisions to apply them,
  - Opportunities for employment and training will be clear, internally, and subsequently externally,
  - All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation,
  - Selection criteria will be entirely related to the job or training opportunity,
  - Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored,
  - The effectiveness of the policy and the plan will be monitored regularly.

### **Policy Statement:**

In light of Section 9 of the Equal Opportunities Act 2008, the Amity Institute of Higher Education (AIHE) intends to adopt and apply an Equal Opportunity Policy in line with the Equal Opportunities Act at work in all its employment policies, procedures and practices. It intends to minimise the risk that a stakeholder of AIHE be discriminated against and also to promote recruitment, training, selection and employment on the basis of merit.

### **POLICY FRAMEWORK**

#### **The aims of this policy are to ensure that:**

- No one receives less favourable treatment, by reason of his or her age, caste, marital status, place of origin, race, sex, or sexual orientation, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices.
- No one is victimised for acting against the employer for discrimination.
- Opportunities for employment, training and promotion are open to all candidates.

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- Selection for employment, promotion and training and access to benefits, facilities and services will be fair and equitable, based solely on merit.

### **Equal Opportunity to Staffs**

The AIHE promotes an Equal Opportunity to everyone. All recruitment and selection exercises for appointment and promotion at the AIHE is fair and equitable. Recruitment and Selection are in line with the HR Policies and practices and General Conditions in force and is not discriminated with regards to age, race, ethnic origin, religion or belief, pregnancy, impairment, marital status, place of origin, political opinion, race, sex and sexual orientation.

Advertisements for posts are clear and accurate. Applications are invited from both internal and external candidates, depending on the post, in such a way that applicants are not penalised on any grounds. All adverts are in conformity with the AIHE schemes of service.

Selection is done on the basis of the applicants' eligibility for the job and their ability to fulfill the job requirements. Importance will be given to the candidates' skills, abilities, qualifications, experience and merit in relation to the job.

The AIHE ensures that all its policies including compensation, benefits and any other relevant issues associated with contracts are well formulated and included in the contracts of employment

### **Equal Opportunity to Students**

AIHE makes it clear that the institution does not discriminate against students on the basis of race, colour, national origin, gender, sexual orientation, disability, age, or any other protected status by publishing this policy online on its website, implementing it and by monitoring it.

## **Training and Development**

Training need analysis will be done and AIHE will encourage its staff members to discuss their training needs with the Management. Training will be provided to staff all members concerned.

They will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities at the AIHE.

## **Fundamental Principles of the Policy Responsibility**

The Vice Chancellor's Office and the Marketing Department have the responsibility for the day-to-day implementation of the policy. Deputy Director/ Registrar is responsible for review and monitor the policy.

## **DISCLAIMER**

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.