



MSA University
Diversity, Inclusion
and Equal
Opportunity Policy

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Amendment History

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Responsible Unit:	People and Organizational Development Department
Responsible Officer:	Eman Ezzat – Seyada Mounib – Ghada Sallam

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1 DIVERSITY, INCLUSION AND EQUAL OPPORTUNITY POLICY

1.1 Purpose

MSA University has developed this policy to ensure respecting and promoting equal employment opportunity, cultural inclusion and diversity. This Policy provides the framework guiding the principles of equal opportunity in the workplace, in compliance with relevant Egyptian legislation and in recognition of the value that a diverse workplace brings to the University.

1.2 Scope

This policy applies to all MSA University staff and applicants of all levels including but not limited to:

- All University Academic and Non-academic staff in all aspects of their employment and termination relationship with the University.
- All University applicants, for employment including recruitment and hiring, allocating compensation and benefits and all other terms and conditions of employment.

1.3 Policy Statement

MSA University recognizes its ethical and legal obligation to provide a work environment in which employment opportunities are open to all qualified individuals.

The University states the right of any individual/employee to apply and/or to be evaluated for employment opportunities without regard to any discriminative basis and it guarantees everyone the right to be considered solely based on his/her ability to perform the duties of the job in question, with or without reasonable accommodations as appropriate. In line with its commitment, the University will take affirmative action to recruit, hire, promote, and *educate un-presented minorities, women, and individuals with disabilities.*

1.3.1 Main Principles

The University is committed to the following principles:

- Staff and students are encouraged to bring their capabilities, approaches, experiences and ideas, which reflect our diversity and inclusiveness.
- All individuals have the right to be given equal and fair consideration for a position/transfer/promotion or other position related benefits regardless of; race, colour, sex, sexual orientation, gender identity or intersex status, pregnancy, age, marital status, physical or mental disability, family or careers' responsibilities, religion, political opinion, national extraction, social origin, and or any other discriminative basis.

- Provides reasonable accommodations for qualified faculty and staff with disabilities to allow them to perform the essential functions of their jobs.
- Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only job related requirements for promotional opportunities.
- Recruiting, hiring, training, retaining, and promoting individuals, in all job classifications, without regard to any discriminative basis.
- Insuring that all personnel actions, such as compensation, benefits, transfers and leave policies, are administered without regard to any discriminative basis.

1.4 Definitions

1.4.1 Equal Opportunity (EO)

Equal Employment Opportunity (EEO) – a systematic, results oriented set of actions that seek to identify and eliminate discriminatory barriers in the workplace so that equality of opportunity is provided.

1.4.2 Un-Presented Minorities

The term “un-presented minority” includes: Women, Any individual that falls under these communities: (Copts, Nubian people, Baha’i, Shia, Sufi, Ahmadis, Dawoodi Bohra Muslims, Quranists, Jehova’s Witnesses, and Jews) or individuals with disability.

1.4.3 Individuals with Disabilities

Disability is any physical or mental impairment that substantially limits one or more major life activities; or having a record of such an impairment; or being regarded as having such impairment.

1.4.4 A Qualified Individual with A Disability

Is a person as defined above who; is capable of performing the essential functions of a particular job or of participating in a particular course of study with or without reasonable accommodations.

1.4.5 Reasonable Accommodations

The University provides reasonable accommodations for qualified faculty and staff with disabilities to allow them to perform the essential functions of their jobs. Determinations regarding what constitutes a reasonable accommodation are made on a case-by-case basis.

Examples of reasonable accommodations may include: making programs and activities readily accessible to and usable by individuals with mobility and other disabilities; modifying equipment or devices to allow people with disabilities to use them such as providing amplification for a telephone; modifying a work schedule; restructuring job responsibilities or reallocating non-essential (marginal) job functions; or providing printed materials in an alternative format that is accessible to individuals with visual impairments.

1.4.6 Discrimination

Discrimination is defined as unequal, different, less favorably treatment of, or denial of a benefit to an individual because of his/her protected class on any basis. Employment examples based on discrimination include:

- Promotion or advancement opportunities deprivation.
- Making work assignments based on an individual's protected status.
- Denial of use of workplace facilities or equipment.
- Rejection of leave based on an individual's protected status.
- Refusing to hire.
- Terminating, discharging, or laying off.
- Demoting or forced transfer to an undesirable position.
- Paying lower compensation or giving fewer benefits, or discriminating in any other term or condition of employment.

1.4.7 Members of the University Community

University Academic and non-academic staff, students, affiliates, affiliate faculty, volunteers, contractors, vendors, customers, visitors, and participants in a University-sponsored program or activity and any other third parties.

1.4.8 Third Party

An individual who is not a Member of the University Community.

1.4.9 Witness

An individual who may have information relevant to a report of prohibited conduct. A Witness may be a student, an employee or a Third Party.

1.4.10 Complainant

An individual reported to have experienced conduct prohibited by this policy, regardless of whether the individual makes a report or seeks disciplinary action.

If the University believes a Respondent represents an ongoing threat to the University community, and the original Complainant does not want to pursue a complaint, the University may assume the role of Complainant.

1.4.11 Reporter

An individual who reports alleged prohibited conduct but who is not the individual who is the target of the prohibited conduct.

1.4.12 Respondent

The individual, individuals or group alleged to have engaged in conduct prohibited by this policy.

1.4.13 Third Party

An individual who is not a Member of the University Community.

1.4.14 Witness

An individual who may have information relevant to a report of prohibited conduct. A Witness may be a student, an employee or a Third Party.

2 DIVERSITY, INCLUSION AND EQUAL OPPORTUNITY PROCEDURES

2.1 Reporting Diversity, Inclusion and Equal Opportunity Incidents

We encourage all Members of the University Community who believe that they have been treated unfairly and/or discrimination prohibited by this Policy, or any employee who has witnessed such actions to seek advice /support or immediately report the circumstances in accordance with the procedure set forth below.

The University may investigate any conduct that violates this Policy, even in the absence of a complaint, and take remedial action where appropriate.

The University treats any breach of policies or procedures seriously and we encourage prompt reporting of complaints so that it may respond appropriately and conduct an investigation while the matter is freshest in witnesses' memory and other evidence is most likely to be available.

2.1.1 Incident Reporting Channels

Any Member of the University Community may make a complaint to any of the offices or individuals listed below:

- The Human Resources Department HRD
- Any supervisor/ Line-Manager
- The Dean of the related Faculty.

All complaints under this Policy will be referred to the Human Resources Department for investigation and resolution, in consultation with the Legal Department as necessary and appropriate. Any breaches of this policy may result in disciplinary action.

2.1.2 Incident Reporting Procedures

MSA University urges any Member of the University Community to promptly, attempt to resolve the grievance through one-on-one discussion(s) with the Respondent or parties involved first, however we recognize that you may prefer to pursue the matter through reporting procedures as below:

a) Incident Reporting

The University cannot address violations and take appropriate corrective actions unless it is aware of such misconduct. Failing to report related behaviors or information is not acceptable as it encourages such actions.

Any Member of the University Community who believes he/she has been subject to unfairness or discrimination in violation of this policy should report the incident promptly within 10 working days.

b) The Investigation

The Human Resources Department will conduct a prompt, thorough and impartial investigation of a complaint as necessary and appropriate. The Human Resources Department will make every effort to complete its investigation within five (5) days once a formal complaint is received and will keep the investigation confidential to the extent possible.

The investigator may find it necessary to extend the time period for completing an investigation in some circumstances. The investigator will provide the complainant/ Reporter, the Respondent, and the Line-Manager with notice of any extension and where necessary and appropriate, give them a new timetable for completion of the investigation.

Where a complaint alleges a potential violation of the Policy, the investigation will include an interview with both parties, as well as the person who made the initial report (Reporter), if different than one of the parties, and/or any other person who may have information regarding the incident, each of whom is expected to cooperate with any investigation. The investigator may also review relevant documents. Both parties will have an opportunity to be heard and present information. The investigator may also interview other potential witnesses.

c) Findings and Recommendations

The investigator will report his or her findings to both parties, HRD and relevant Line-Manager as may be appropriate.

Where the investigator concludes that a violation of this Policy has occurred, the HRD will take prompt and appropriate remedial action, including disciplinary action. Depending on the circumstances, disciplinary action may include (but is not limited to): reprimand/verbal counseling, training, censure, removal of privileges, letters of warning or suspension, and dismissal. Discipline for a violation of this Policy needs not to be progressive, so a first violation of this Policy may warrant suspension or discharge depending on the nature and severity of the conduct.

If a related party does not agree with its resolution, that party may appeal to the Human Resources Director.

d) The Investigatory File

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and any documents created or used during the investigation.

e) Confidentiality

The University will maintain the confidentiality of the complaint, and the privacy of the individuals involved, to the greatest extent possible, unless specifically directed to discuss that information with other related parties as part of the investigation.

f) Non-Retaliation

Retaliation in any form against an individual who exercises in good faith his/her right to report a perceived violation of this Policy, participates in any investigation, or otherwise opposes perceived discrimination, including witnesses is strictly prohibited and will itself be cause for appropriate disciplinary action. The University will also not retaliate against anyone associated with the individual who engages in such protected conduct, such as a family member.

2.2 Roles and Responsibilities

2.2.1 Members of the University Community

Each Member of the University Community is expected to be aware of equal employment opportunity principles and to ensure that they adhere to them.

All Members of the University Community are responsible for providing a work environment that is free from discrimination and are expected to:

- Treat each other and those whom they have business dealings with: respect, honesty, integrity, civility and to comply with this policy.
- Co-operate fully with the University's investigative and corrective procedures.
- Deal openly and directly with Line-managers with clear communication and immediately report in case discrimination conduct is perceived, whether; personally or to another party.

2.2.2 Executives, Line-Managers and Senior Staff

While this Policy applies to all Members of the University Community, the University specifically expects executives, line-Managers and senior staff to serve as role models of appropriate conduct for other employees, and will hold them to a higher standard of accountability.

Executives, line-Managers and senior staff must not only refrain from actions that violate this Policy, but also refrain from any activity that would give the appearance of impropriety or convey a casual approach to the enforcement of the Policy.

All executives, line-Managers and senior staff are responsible for

- Ensuring that the principles, practices, programs and training aimed at promoting equal opportunity are implemented across their work- units.
- Compliance with the diversity and inclusion and the equal opportunity policy and ensuring that his/her team is well-aware of it.
- Taking action to prevent or end the violation, if possible, and to report it immediately to the Human Resources Department in case he/she knows of or witnesses any incident that violates or potentially violates this policy.
- Following up on situations that have been addressed and be watchful for potential recurrence.

2.2.3 Human Resources

The University Human Resources office is mainly responsible for:

- Owning and administering this policy as well as related employment matters.
- Ensuring that all current University Community are adequately aware of their responsibilities under this policy and orient new comers during the induction program.
- Providing advice or guidance to related parties through the reporting procedure.
- Conducting the investigations with the related parties and gathering all information needed.
- Deciding the remedial action needed based on investigation result as appropriate.

3 POLICY ADMINISTRATION

3.1.1 Supporting Policies

- Non-Discrimination and Anti-Harassment Policy
- MSA Grievances Policy

3.1.2 Related Documents and Supporting Procedures

- MSA Employee Handbook
- MSA Code of Conduct

3.1.3 Egyptian Legislation mandating compliance

- Labor Law
- Egyptian Constitution
- Ministry of Higher Education
- Women and Child Law
- National council of Human Rights