

IBC Diversity, Equality and Inclusion Policy

1.0 Purpose

International Business College Manchester (IBCM) is a college of further and higher education, with campuses in both Manchester and London. The College seeks to provide an enjoyable and rewarding learning experience for all those who participate in a programme of study. Every student will have equal opportunity to enrol on a study programme and progress on that programme. Every student has the right to respect for their own background and culture and, equally, must provide the same respect to others.

- The purpose of this policy document is to communicate IBCM's commitment to Diversity, Equality and Inclusion (DEI). It clarifies the values and expectations of the College regarding effective practices that promote diversity, equality and inclusion within our community.
- The commitment to equality of opportunity is a fundamental policy that pervades all college activities and is endorsed by the College's Board of Governors.

2.0 Scope

- This policy document covers all participants on IBCM programmes, whether full or part time attendees, or those undertaking blended or distance learning programmes.
- The policy also applies to staff and visitors to IBCM (specific responsibilities of the College towards staff in terms of recruitment, employment and training etc are dealt with in the staff handbook) including job applicants, contractors, sub-contractors, service providers, suppliers and former staff and students.
- The policy covers all behaviour by individuals including when using online platforms such as the Virtual Learning Environment (Moodle), emails and social media.

3.0 Commitment

IBCM is committed to creating a truly inclusive and accessible working, learning, cultural and social environment that is based on dignity and respect, where difference is valued and celebrated, enriching our community.

The college is committed to the elimination of unlawful discrimination and to the promotion of equal opportunities for all. We will ensure to the best of our ability that neither students or staff are

discriminated against, either directly or indirectly treated less favourably or face any harassment or victimisation in relation to any of the 9 Protected Characteristics:

- Gender
- Age
- Race
- Disability
- Religion or belief
- Pregnancy/Maternity
- Marriage or civil partnership
- Sexual Orientation
- Gender reassignment

Nor in relation to any other physical or social characteristic/circumstance including:

- Family responsibility
- Social status
- Nationality, ethnicity, culture and background
- Physical appearance
- HIV status
- Unrelated criminal convictions

4.0 Responsibilities

Governance

- The Board of Governors via the **Executive Committee** has responsibility for overseeing the implementation of this policy and compliance with the College's equality duties. Members of the Executive Committee and Senior Management Team will take responsibility for advancing DEI across the college and will work with Administration and Academic departments to ensure that DEI objectives are embedded across teaching, research, support and administration services and all aspects of college life.

Implementation and Monitoring

The College is committed to achieving the aims of this policy through:

- Complying with its legal obligations including annual publication of DEI information
- Providing easily accessible information on the College's commitment to DEI on the website
- Providing DEI related training for all staff
- Providing clear, accurate and easily accessible pre-contract information to prospective students about College services, the cost of services and accessibility of services
- Ensuring that existing staff and students, as well as those who seek to apply to work or Study at the college, are treated fairly and that individuals are judged solely on merit and their skills, abilities, qualifications, aptitude and potential
- Monitoring application, progress and achievement to ensure the opportunity for all students and staff to succeed and achieve equally, regardless of characteristics

- Monitoring data on staff recruitment, turnover and the use of grievance and disciplinary policies from an equality impact assessment perspective.

Managers and Programme Leaders

- All Line Managers are expected to set a good example by treating all members of the College with dignity and respect.
- Managers are responsible for ensuring that all staff within their departments understand their DEI responsibilities, including the process and obligations of mandatory reporting.
- Managers are responsible for ensuring that staff and students know how to report discrimination, bullying and harassment and for ensuring that reporting of incidents does not result in victimisation.

All staff

- All staff at IBCM have responsibility for understanding and implementing this policy, for collecting and providing relevant data & information, and reporting any concerns to Management.

All students

- All students have the responsibility to treat one another with respect and dignity and to comply with all legal and organisational requirements in terms of equality and diversity

5.0 The Student Experience

In order to ensure a positive experience for all, IBCM will:

- Treat all college users with respect and dignity
- Make any reasonable adjustments to the premises to ensure access for people with disabilities
- Not tolerate discrimination or bullying or any kind towards either students or staff members and will take disciplinary action in any instance where discrimination is provided
- Provide equality in education and training. This includes:
 - Recruitment and enrolment of students and staff
 - Curriculum content and delivery
 - Teaching and learning methods and materials
 - Assessment and Internal Quality Assurance
 - Access to facilities and physical equipment

Student Recruitment

- IBCM will endeavour to ensure that appropriate publicity reaches all groups in the community, enabling the widest possible recruitment base.
- The process for gaining admission to IBCM programmes will be clearly expressed and structured to allow ease of access to all students throughout the year, where possible.
- Prospective students will be offered support and guidance at all stages.

- During the admissions process, students will be invited to indicate details relating to their ethnic origin, any additional learning needs and any special educational needs. This information will be used only for the purposes of providing support, for monitoring and as a reference when considering necessary modifications to the curriculum, marketing activities, buildings and equipment.
- Students with additional learning needs/special educational needs will be given the opportunity to discuss ways of overcoming any problems of access (including access to the curriculum) and should be actively involved in problem solving
- No IBCM employee will discriminate unfairly, directly or indirectly in the guidance and recruitment of students
- Eligibility for each learning programme will be clearly stated and adhered to for the purposes of selection. Applicants who are unsuccessful are entitled to ask for the reasons why their application has been unsuccessful (refer to IBCM Admissions Policy)
- All students and potential students will be made aware of available support for students with additional learning needs, along with study support, counselling and guidance services

The Curriculum

- Handbooks, Schemes of Work and all other teaching and resource materials will be regularly reviewed to ensure that they do not discriminate directly or indirectly against any student group.
- Programmes will be accessible to as wide a range of students as possible, by enhanced flexibility in both delivery and timing.
- The College will look at ways of modifying teaching delivery and assessment to allow access to individuals with additional learning or special educational needs.

The Physical Environment

- IBCM will comply with the requirements of all current legislation relating to the access rights of people with disabilities.
- IBCM will make all reasonable adjustments to ensure that students with specific needs are able to access the facilities, resources, teaching and assessment and fully participate in college life.
- Whilst IBCM promotes the right of all students and staff to Freedom of Expression (see IBCM Freedom of Expression Policy), any breach of legislation, or any statements which constitute “hate speech” will not be tolerated.
- Offensive material of a discriminatory nature will not be displayed in any part of the college.
- Communications and publications (internal and external) will not use language or images which are potentially discriminatory against any group or individual.

6.0 Communication

- The Board of Governors at IBCM via the Executive Committee will be responsible for ensuring that the policy is cascaded through Management Team to all staff working at IBCM.
- The policy must be communicated to all students and staff have the responsibility of ensuring that this happens (see 4.0 above), primarily at the student's induction session.

7.0 Monitoring

- The Board of Governors will ensure that the strategic plan for IBCM has a commitment to diversity, equality and inclusion and that reviews are conducted on student equality, diversity and widening participation, with relevant targets/impact measures set and monitored.
- Regular collection and analysis of data is important in ensuring that IBCM can monitor the effectiveness of this policy. This means that information will be collected from staff and students including gender, ethnicity, nationality, age/date of birth, marital status, religious belief, nationality. Students are not required to provide this information, but it will help IBCM to ensure that it is not directly or indirectly discriminating in how it delivers its services.
- All information gathered will be stored securely and treated in the strictest confidence.
- Information will not be used to make a decision about suitability for a course of study, nor will it be used by tutors at any stage to influence assessment or results.
- Information will only be used for equality monitoring so in general composite data will be required and therefore individuals will not be identifiable.
- Management will provide the Board of Governors/Executive Committee with the results of data collection, which will inform self-assessment processes and improvement plans.

7.0 Reporting

- Any student, visitor or client who feels they are being discriminated against for reason of disability, gender, ethnic origin, religion or culture, age, socio-economic group or sexual orientation should raise the matter informally or formally, as appropriate, with one of the teaching staff, the Academic Manager, or the IBCM Welfare Officer in the first instance.

- The student Feedback and Complaints Policy and procedure is available for any case of alleged discrimination against students.
- All complaints will be taken seriously by the person receiving them and the appropriate process will be followed to respond to the complaint, as detailed in the Feedback & Complaints Policy

8.0 Reference Points

The following policy and procedure documents support the information in this policy:

- IBCM Feedback and Complaints Policy and procedures
- IBCM Appeals Policy
- IBCM Reasonable Adjustments Policy
- IBCM Disciplinary Policy
- IBCM Student Welfare Policy
- Student Handbook
- Student Charter
- IBCM Freedom of Expression/Academic Freedom Policy
- IBCM Harassment and Sexual Misconduct Policy
- Staff Handbook
- Staff Recruitment and Development Policy

7.0 Version History

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