

Policy: **Student Non-Discrimination**

Code: **06ST27**

Reviewed/ Revised: **23/07/2022**

Policy Owner: **Dean**

Target audience: **Executive Committee Members, Full-Time and Part-Time Students and EAHM Staff**

### **PURPOSE:**

The Emirates Academy of Hospitality Management ("EAHM") is committed to the principles of non-discrimination and fairness in its educational programmes, services, and activities for all students. Accordingly, EAHM is committed to enforcing its Non-Discrimination Policy and Procedures in order to create an environment that encourages and fosters appropriate conduct among all persons, and respect for individual values.

EAHM does not discriminate in its educational programmes and activities against qualified individuals on the basis of race, color, religion, national origin, gender, marital status, or disability (physical, sensory, mental, emotional, learning disability, handicap), or any other consideration provided for by the laws of the United Arab Emirates and the Emirate of Dubai, and any such discrimination or harassment is unlawful and undermines the character and purpose of EAHM, violates EAHM policy, and will not be tolerated.

Any sort of retaliation against a student who has complained of or formally reported discrimination or harassment or has participated in an investigation of such a complaint, violates this policy and will not be tolerated.

### **SCOPE:**

This policy is intended to protect all students of EAHM and applies regardless of whether the alleged wrongdoer is a student or an employee of EAHM.

### **DEFINITIONS:**

- A. "Discrimination" means any action, policy, rule, or practice, including bias, stereotyping, and student harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles, or rewards based, in whole or in part, on race, color, religion, national origin, gender, marital status, disability, or other bases prohibited under the laws of the United Arab Emirates and the Emirate of Dubai.
- C. Discrimination can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following:
1. Physical, mental, emotional, or sexual abuse
  2. Verbal abuse, such as insulting, teasing, mocking, degrading or ridiculing another person or group
  3. Bullying
  4. Unwelcome or inappropriate physical contact
  5. Racial, ethnic, religious, or gender insults or slurs
  6. Unwelcome comments, innuendos, or actions regarding an individual's appearance, physical characteristics, or private life
  7. Profiling in a manner that affects an individual's ability to advance academically and/or professionally

8. Displays or electronic transmission of private, derogatory, demeaning, or hostile materials.
- D. "Retaliation" is any adverse action taken against an individual because he or she filed a charge of discrimination or harassment, complained to EAHM, or cooperated with an investigation, including as a witness.

**POLICY STATEMENT:**

- A. EAHM prescribes that no person may be subject to discrimination denied admission to its academic or other learning programmes, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student service, recreational or other program or activity, or student employment opportunity because of the person's race, color, religion, national origin, gender, marital status, or disability or other bases prohibited under the laws of the United Arab Emirates and the Emirate of Dubai. This rule does not, however, prohibit EAHM from placing a student in a class, program, or activity based on objective standards of individual performance or need.
- B. All students, faculty, staff members, and volunteers whether at EAHM, at EAHM sponsored co-curricular, extracurricular, or social functions, or otherwise are subject to EAHM's rule prohibiting discrimination and harassment.
- C. Any individual subject to this policy who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including suspension and/or discharge.
- D. Any individual subject to this policy is bound to follow the reporting procedures outlined below. It is essential to inform designated administrators about inappropriate conduct as soon as possible because EAHM cannot remedy the problem without knowing that it exists.
- E. The prohibition of discrimination and harassment applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, work opportunities, or services to students from private agencies, organizations, or persons. It also applies to the selection of instructional and library media materials, and the methods, practices, and materials used for testing, evaluating, and counseling students.

**RESPONSIBILITY:**

**Responsibilities of the student**

It is every student's responsibility to know what constitutes discrimination and how to avoid it. An excuse of "I didn't know" will never be accepted.

As a student of EAHM, you have a responsibility to:

- Read, understand and follow the guidelines provided by EAHM to avoid discrimination and other forms of violations.
- Consult with the management, School Counsellor or instructors when you are unclear about the guidelines for what constitutes discrimination or harassment.
- Conduct yourself according to EAHM's standards of academic integrity not only while in classes at EAHM itself, but also during your work placements, academic and/or non-academic events, and when on study abroad programmes.

**Responsibilities of EAHM**

EAHM takes responsibility for making its students aware of the conventions and behaviours that constitute academic integrity as laid out in this policy, through, but not limited to the following:

- EAHM refers to its published Policies in the Catalogue, Staff handbook, Faculty handbook and Student Handbook. The policies are uploaded to the student information system for students to access.
- Students are introduced to the policy and the concept of discrimination during Orientation Week.
- New and adjunct faculty are fully briefed on EAHM's policies.

**IMPLEMENTATION OF THE POLICY:**

If a student has been subject to harassment, discrimination, retaliation, or any other alleged violations described above, the following procedures must be followed:

- A. EAHM will allow a complainant the opportunity to resolve discrimination complaints on an informal basis at the complainant's request, at which time the Dean will facilitate a meeting between the complainant and the alleged wrongdoer. If the parties resolve the matter, the Dean will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, EAHM will formally investigate the complaint.
- B. To begin the formal complaint process, a complainant must submit a written complaint to the Dean. The Dean will send the complainant written acknowledgment of the complaint within 5 days after receiving the complaint.
- C. EAHM will investigate discrimination complaints promptly, thoroughly, and impartially. The Dean will conduct the investigation or appoint an investigative team or independent consultant to do so. The Dean or designee will make every effort to prepare a written report regarding the investigation and complete the student code of conduct violation report, including a description of EAHM's conclusions and any action taken, within 45 days after having received the complaint. The Dean or designee shall send a copy of the report to the complainant, the alleged wrongdoer, and the complainant's file.
- D. The investigation will include an interview with the student, the alleged wrongdoer, and any available witnesses who might have information regarding the incident. The investigation might also include review of relevant documents. The investigation process is strictly internal to EAHM.
- E. If the investigator concludes that a violation of this policy has occurred, prompt and appropriate remedial action will be taken. Depending on the circumstances, disciplinary action may include, but is not limited to reprimand/verbal counselling, training, censure, removal of privileges, letters of warning or suspension, and dismissal. Discipline for a violation of this policy is not necessarily progressive, i.e., a first violation might warrant suspension or discharge.
- F. Both the complainant and the alleged wrongdoer have the right to appeal decisions made at the conclusion of the investigation. Such appeals are to be submitted in writing to the Chair of the Board of Governors of EAHM.
- G. EAHM will maintain the confidentiality of all complaints and the privacy of the persons involved to the greatest extent possible consistent with the allowance permitted under the laws of the United Arab Emirates and the Emirate of Dubai.
- H. EAHM will not, in any way, retaliate against an individual who reports a perceived violation of this policy or participates in an investigation. Any person found to have retaliated against another individual will be subject to the same disciplinary action provided under this policy as for other violations.

This policy does not form a contract of any kind. Furthermore, because EAHM is an international school which periodically requires students to obtain government-issued documents in order to participate in certain EAHM-related or sponsored activities, EAHM cannot and will not be held responsible for the consequential denial of student benefits related to decisions handed down by any government office.

Any comments or suggestions concerning this policy should be forwarded to the Dean or Managing Director.

The Dean and Student Support Officer will monitor and update this policy as required.

**ASSOCIATED DOCUMENTS:**

- 06ST11 Residential Life
- 06ST13 Student Discipline
- 06ST19 Students Rights & Responsibilities
- 06ST20 Student Counselling
- 06ST23 Academic Integrity

**MENTIONS:**

- Catalogue
- Student Handbook
- Faculty Handbook
- Staff handbook
- Student Contract

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.

**POLICY APPROVALS RECORD**

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|-------------------------|-----------------------------------|----------------------|
| Policy Name:            | <b>Student Non-Discrimination</b> |                      |
| Policy Code:            | <b>06ST27</b>                     | Formerly: EA/ACA/011 |
| Date of first approval: | <b>31/08/2016</b>                 |                      |

| Reviewed/<br>Updated | Details of Amendment                   |
|----------------------|--|
| 01/02/2018           |  |
| 05/08/2018           |  |
| 01/09/2020           |  |
| 15/02/2022           | - changed the policy owner to the Dean |
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