

Policy: **Community Engagement**

Code: **11CE01**

Reviewed/ Revised: **15/02/2022**

Date of Next Review: **February 2024**

Policy Owner: **Managing Director, Student Experience Committee**

Target audience: **Faculty, Staff and Students**

### **PURPOSE:**

The aim of this policy is to define both the nature and the terms by which The Emirates Academy of Hospitality Management (EAHM) will engage with the community that surrounds EAHM.

### **SCOPE:**

All Employees and Students at EAHM are covered by this policy.

### **DEFINITIONS:**

Community Engagement can occur at multiple levels. EAHM recognizes the following communities in which engagement needs to be proactive:

1. Our internal community of Students, Faculty and Staff.
2. The community of our Alumni.
3. The community of the Regional Hospitality Industry
4. The International community of Hospitality Management, including other Hotel Schools.
5. The community of people within Dubai.

We define community engagement as any activity that results in benefiting or engaging people across any of these levels.

### **POLICY STATEMENT:**

EAHM is committed to community engagement at all five levels as defined above. We are however a small institution, and we wish our engagement activities to be targeted and meaningful. Our Aim is to direct our limited resources to those communities that will obtain the maximum benefits.

### **RESPONSIBILITY:**

The Managing Director (or appropriate delegated members of the Student Experience Committee) will ensure the policy is implemented on a day-to-day basis.

The Managing Director will monitor and update the policy.

### **IMPLEMENTATION OF THE POLICY:**

When wishing to instigate or respond to a request for community engagement at any of the five levels we have defined, The Students, Faculty and Staff must follow the following steps.

**Step One.** Determine to which of the six levels the engagement fits. If no fit is found, then this may not be the type of engagement that we wish to pursue.

**Step Two.** Request the community to provide as much information about their Purpose, Mission, Vision and Activities as possible.

**Step Three.** Define the specific type of engagement that is requested. Typically, this can involve but is not limited to the following: complementary accommodation, complementary

use of facilities, approved charitable donations, requests for research and presentations, attendance of career days, use of volunteer student labour, provision of data or information.

**Step Four.** Present this information to the Executive Committee of EAHM for a decision. If the time scale requires an immediate decision, then the Managing Director is empowered to take Chair’s action on behalf of the Executive Committee.

**Step Five.** Some forms of community engagement activities may involve risks and require additional insurance cover. If there are any risks associated with the wellbeing of individuals, the reputation of EAHM, to the Physical facilities or broader properties of EAHM, additional clearance to proceed must be sought from EAHM’s legal advisors.

**Step Six.** The activity should be reviewed and reported on. If appropriate the EAHM, Co-Curricular survey can be used. All reports must be sent to the Managing Director, Student Experience Committee and the Quality Assurance Unit for inclusion in the Annual Institutional Effectiveness Report.

Any violation of this policy could result in disciplinary actions being taken.

**ASSOCIATED DOCUMENTS:**

Co-curricular Survey

**MENTIONS:**

N/A

**DATE OF NEXT REVIEW:**

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

**POLICY APPROVALS RECORD**

Policy Name:	<b>Community Engagement</b>	
Policy Code:	<b>11CE01</b>	Formerly: EA/ACA/008
Date of first approval:	<b>05/2013</b>	

Reviewed/ Updated	Details of Amendment
31/07/2014	
31/07/2015	
31/08/2016	
31/07/2018	
09/2020	
15/02/2022	- No changes were made. Policy is up to date.