

# Equality Policy

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## **§1 Foundational Principles**

Equal treatment is implemented according to the Equal Treatment Directive of the European Union, and the constitution of Malta.

To implement Gender Equality, all individuals are supported in accordance with and in priority of skill, qualification and professional performance.

Triagon regards equality as a comprehensive task to guarantee equal opportunity for all internal and external target groups; based on this understanding concrete actions for the relative target groups are determined.

## **§2 Citation and Interpretation**

- (1) These regulations shall be cited as the Triagon Academy Equality Policy.
- (2) In these regulations, unless the specific term is deliberately intended, (a) words importing the masculine gender include all other genders; (b) words importing the feminine gender include all other genders.
- (3) These regulations are to be read in conjunction with all other Statutes, Regulations and By-laws of Triagon.
- (4) In case of conflict of interpretation, these regulations shall be subservient to the Constitution.

## **§3 Main Objectives**

The main objectives of Equal Treatment Initiatives at Triagon are the following:

- (1) Equal treatment and protection from discrimination of all members of the Academy and its stakeholders on the basis of
  - ethnic background
  - religion or ideology
  - age
  - sexual identity
  - gender
  - disability or chronic disease

- (2) Support of equal opportunity for all genders
- (3) Increase of proportion of men/ or women in areas where they are represented inadequately, particularly in positions of leadership and committee work
- (4) Working toward an optimal compatibility of family and career for all genders
- (5) Protection from sexual discrimination and sexual harassment
- (6) Support of equal opportunity for students with children, for students that are physically or mentally disabled, for students with migration background and for students from uneducated social backgrounds or milieus
- (7) Control and development of the main objectives regarding the concept of equality are incumbent on an Equal Opportunity Officer.

#### **§4 Equality Provision Obligation**

All members of Triagon, particularly those in leading and management positions, are obliged to actively work toward the protection of members of the academy from discrimination, toward the equality between all genders in studies, teachings and administration, and toward supporting equal opportunities for students in special life conditions. This obligation constitutes a general guiding principle for the institution's whole range of operations. Its implementation is a special responsibility of the managerial staff and will be taken into account when evaluating their performance.

According to its general policy, Triagon ensures that all students experience equal treatment. Fundamental factors include the following:

- The Blended Learning concept which provides students with the necessary flexibility they need to access and advance with their studies even when they find themselves in special life conditions.
- Intensive support of the students, e.g., by individual study counseling (coaching), under consideration of the objectives of the equality mandate.

## **§5 Job Advertisement/Request for Application**

- (1) Triagon is obliged to not advertise, publicly or internationally, any job offers restricted to only men or only women publicly or internally, unless the gender is the indispensable presupposition for that specific job offer. This applies to all areas of activity and functional levels of Triagon. The full text of the advertisement is required to be gender neutral.
- (2) If men or women are underrepresented in particular areas, the following phrase has to be added to the actual job announcement of the available position:
  - “Triagon intends to increase the proportion of men/ or (alternatively) women. Therefore men/ or (alternatively) women are encouraged to apply.”
- (3) Most positions, including management and leadership functions, must be announced also as part-time jobs, as long as this does not oppose compulsory functional interests. The option for part-time employment must be mentioned explicitly in the advertising text.

## **§6 Method of Selection**

- (1) In areas where women are underrepresented, Triagon is obliged to invite an equal number of male and female applicants to job interviews, provided that an adequate number of applications of both genders and that the applicants possess the skills required for that specific job.
- (2) In job interviews, no questions with regard to the following shall be asked:
  - family status
  - existing or planned pregnancies
  - interruptions of occupation
  - reduction of working hours or
  - delays in graduation of particular training courses, due to the care of children or of disabled relatives or relatives that are dependent on care or housekeeping.

## **§7 Recruitment and Professional Advancement**

- (1) If men or women are underrepresented in particular areas of work, Triagon, is obliged to give preference to the underrepresented gender in the awarding of apprentice positions, recruitment & engagement and professional advancement, provided they possess the same qualifications (skills, competency and professional performance), unless a competitor is evaluated as being better qualified.
- (2) When staffing for jobs, operative positions, and apprentice positions but also when selecting candidates for advancement and delegation higher-level areas of work, including leadership roles or superior positions, experience and skills acquired from childcare or care for dependents as well as from volunteer work are taken into account insofar as they are relevant to the designated functions.
- (3) In the case of layoffs, it must be guaranteed that the number of members of a certain gender is not reduced in such areas where that gender is underrepresented. This particularly applies to leadership and management positions.

## **§8 Continuing Training and Education**

- (1) Triagon is committed to offering their personnel sufficient courses for continued training. In such cases where it is not possible to schedule such courses for the regular working hours, employees might be asked to attend during their free time. Such off-time attendance shall be balanced by adequate compensatory time off. Compatibility of family and career is to be considered.
- (2) Particularly, personnel in management and leading positions are required to enable women to participate in continuing training courses. Personnel that hold organizational positions or work in the Human Resource Management Department, including management and leading positions, are required to prioritize topics dealing with equality and competitive disadvantage.

## **§9 Actions to Improve Compatibility of Family and Career for Men and Women**

Education of children is a task for society as a whole. Triagon is actively committed to reducing bias and to pre-empting emerging disadvantages at work by establishing family-friendly workplace policies, regardless of gender. Men are encouraged to make use of their right to part-time employment and parental leave; women will experience easier reemployment after maternity leave.

If overtime is mandated, the compatibility of overtime with family responsibilities has to be reviewed by request of the person concerned

## **§10 Leave of Absence due to Family Reasons**

- (1) Applications for part-time work or leave of absence of employees with family responsibilities – also of employees that hold management and leading positions – must be approved unless this would adversely affect compulsory business requirements.
- (2) Positions that are temporarily vacant due to maternity leave, parental leave and leave of absence for other Family Reasons will be staffed for the duration of that limited time to avoid adversely affecting business operations and to prevent additional pressure on other colleagues due to an increase workload.
- (3) Prior to the end of the leave period, counselling interviews must be held with the respective employees to inform them about their re-employment options following their absence.

## **§11 Protection from Discrimination and Harassment**

Discrimination and harassment of any kind, due to ethnic background, religion or ideology, age, sexual orientation, gender or disability are unacceptable. All members of Triagon, including each and every stakeholder, are required to create a working climate that supports all groups of persons in averting discrimination and harassment. Triagon, therefore, takes such preventive actions as to ensure the safety of their members and students.

- (1) It is the compulsory duty of all members of Triagon to work against discrimination and harassment of employees and students and to report known cases of discrimination and harassment directly to the Director of Administration. This applies particularly to employees in management and leading positions.
- (2) Victims of discrimination and/or harassment should contact our Equal Opportunity Officer. The Equal Opportunity Officer is a carefully selected person of trust and will handle and investigate each case with utmost discretion. The Director of Administration will be informed in writing about the results of the investigation. Depending on the severity of the case, appropriate actions will be taken which can range from a reprimand to a limited or indefinite expulsion of the offending party. Justified complaints must under no circumstances lead to disadvantages for the reporting person.

## **§12 Special Support for Students with Children**

- (1) Triagon strives to give special consideration to the needs of students with children.
- (2) Triagon supports students with children with a comprehensive coaching and counseling framework including providing them with bespoke advice and support from the Student Services Office to create tailored study plans to allow them a smooth and stress-free study experience, by sharing information regarding day-care centers and by outlining options for financial support for students with children (e.g., federal child-raising allowance, availability of day-care centers, application for supplementary child allowance at the Employment Agencies etc.). For further customized help and support they can contact the Student Services Office at any time.
- (3) To allow for an optimal balance between family and studies, Triagon makes all study materials available around the clock. All enrolled students have unlimited access to the learning platform (VLE) where they can navigate all learning materials as well as gain access to the advanced online library that provides access to all relevant papers, e- books and journals. In addition, Triagon provides study facilities such as a streaming server.



### **§13 Special Support for Physically or Mentally Disabled Students**

- (1) Triagon strives to give special consideration to the needs of students with children
- (2) During the application and enrolment process, every student receives bespoke study counselling. In this phase, students are informed about resources and support available to them. Physically or mentally disabled students receive special support and treatment already during their enrolment process.
- (3) Each physically or mentally disabled student is provided with an individual supervisor who is trained and qualified to meet their special needs.
- (4) The Examination Regulations provide clauses on the compensation of disadvantages for physically or mentally disabled students. Compensation of disadvantages is realized by providing additional working material and assistive equipment and/or extended time of working on tasks, assignment, exams or any other type of work and/or choosing alternative, more appropriate forms of assessment.
- (5) Additionally, Triagon supports physically or mentally disabled students by applying special and bespoke care within its comprehensive coaching and counselling framework.

### **§14 Special Support for Students with Migration Background**

- (1) Triagon strives to give special consideration to the needs of students with migration background.
- (2) The Students Office of Triagon supports students with migration background by applying special and bespoke care within its comprehensive coaching and counselling framework, by special offering tutorials to improve study performance, as well as by recommending language courses.

### **§15 Special support for students from educationally disadvantaged social backgrounds or milieus**

- (1) Triagon strives to give special consideration to the needs of students from educationally disadvantaged social backgrounds or environments.
- (2) Students from educationally disadvantaged social backgrounds or environments will receive bespoke care within Triagon's comprehensive coaching and counselling, even prior to starting their studies, in order to familiarize them with basic skills and principles of academic work so that they are well primed for student life.

## **§16 Equal Opportunity Officer**

- (1) The Equal Opportunity Officer is responsible for the prevention of gender-specific disadvantages for any employees of the academy as well as for any students; he/she supports the academy in exercising tasks, in implementing equality among all genders and in eliminating existing disadvantages.
- (2) The President shall inform the Equal Opportunity Officer in a timely manner regarding all actions that directly affect the implementation of his/ her work. Subsequently, the Equal Opportunity Officer shall have the opportunity to give a statement to the relevant committee or board.
- (3) The Equal Opportunity Officer is especially involved in the composition of committees and is empowered to take up positions on actions regarding gender equality and equality in general in studies, teaching and administration as well as pertaining to the support of equal opportunities for students.
- (4) In specific cases regarding career advancement, elimination of disadvantage and compatibility of family and career, the Equal Opportunity Officer provides advice and support for the respective employees. He/she is the first point of contact for questions on discrimination or harassment of any kind.
- (5) Our Equal Opportunity Officer should have several years of experience in the field of equal opportunity and should possess the following traits: independent and free of prejudice of any kind, objective and analytical approach as well as a reliable, trustworthy and discreet demeanor. The Equal Opportunity Officer should have an academic degree and ideally a minimum of 3 years work experience in higher education institutions.

## **§17 Language Regulation**

Forms and texts that refer to employees and/or work routines and procedures should emphasize the equality of men and women and, therefore, use gender neutral language. Where gender neutral wordings are not possible, both forms, the feminine and the masculine, shall be employed.

## **§18 Publication**

Triagon publicly announces this concept of equality and the statements as relating to such values, principles and persons of contact as described therein. Furthermore, it makes sure that all members of the institution, all employees and all students have access to this concept via the internal learning management system under "Rules and Regulations".

Failure to comply with this policy may result in disciplinary action. All members of Triagon are expected to adhere to this policy.

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Rector/CEO

Triagon Academy Ltd.