



# POLICIES

## Inclusion, Diversity and Non-Discrimination Policy

October 2025

*This document is the property of the College of Business Studies Cyprus (C.B.S.). It must not be used for commercial or other purposes without the prior approval of the Director of the College.*

## Table of Contents

Introduction.....	3
Purpose .....	3
Policy Statement.....	3
Scope .....	3
Prohibited Conduct .....	4
Responsibilities .....	4
Counselling and Support Services.....	4
Reporting and Investigation .....	5
Disciplinary Measures.....	5
Commitment to Equality and Inclusion.....	5
Monitoring, Review, and Continuous Improvement .....	5

## Introduction

CBS is committed to creating and maintaining an inclusive environment, fostering respect and support for all students, staff, and faculty members. This policy aims to prevent all forms of discrimination and promote equal opportunities, treatment, and access for all individuals associated with the College.

- **General Criteria for Admission:** The college accepts students "irrespective of their nationality, religion or gender" as long as they meet the academic requirements for their chosen program.
- **Accessibility:** The college ensures access for all students, "respecting the needs of people with special abilities". This includes sheltered parking, ramps, elevators, and disabled toilets.
- **Diverse Student Body:** Our student handbook mentions that enrolment in programs "fosters an environment where students from highly diverse backgrounds interact".
- **Scholarships/Financial Aid:** Financial aid is granted based on financial, social and academic criteria. Social criteria include consideration of the family status of the student, disability of the student or family members, single-parent families, and whether there are any siblings that are students.
- **Student's rights and obligations:** Students are entitled to discuss with the academic staff any issue that concerns them and to be comfortable to express themselves and to participate in the examinations, provided that they do not violate the College's regulations, respect the College and the individual freedoms of students and staff.

## Purpose

The CBS is committed to creating and maintaining an inclusive academic and professional environment built on respect, dignity, and equal opportunity for all students, staff, and faculty members.

This policy aims to prevent all forms of discrimination, harassment, and victimization while promoting equality, fairness, and access across all areas of college life.

## Policy Statement

CBS upholds a zero-tolerance stance toward discrimination on any grounds, including race, colour, nationality, gender, gender identity or expression, sexual orientation, age, disability, religion or belief, family status, pregnancy, parental status, or any other protected characteristic.

Any discriminatory or harassing behaviour that affects an individual's access to education, employment, or participation in the CBS community is strictly prohibited.

## Scope

This policy applies to all individuals associated with the College, students, staff, faculty, associates, visitors, and applicants, and covers all institutional activities, including but not limited to:

- Recruitment and admission
- Employment and career advancement
- Academic programs and assessment
- Student services, extracurricular activities, and events

- External partnerships and collaborations

## Prohibited Conduct

- Direct Discrimination: Treating a person less favourably based on a protected characteristic.
- Indirect Discrimination: Implementing neutral-appearing policies or practices that disadvantage individuals based on a protected characteristic.
- Harassment: Unwanted behaviour (verbal, physical, or psychological) that creates a hostile, intimidating, or offensive environment.
- Victimization: Unfair treatment of an individual for raising or supporting a complaint of discrimination.
- Retaliation: Any adverse action taken against an individual for exercising their rights under this policy or participating in an investigation.

## Responsibilities

### a. College Administration:

- Ensure the effective implementation of this policy and allocate necessary resources.
- Promote awareness, inclusivity, and fair treatment across all institutional activities.

### b. Faculty, Staff, and Students:

- Uphold the principles of equality, fairness, and respect in all interactions.
- Report any incidents of discrimination or harassment through the designated reporting channels.

### c. Human Resources and Student Services:

- Provide training and guidance on equality and diversity.
- Offer impartial investigation and resolution of complaints in a timely and confidential manner.

## Counselling and Support Services

CBS recognizes the vital role of **counselling and student support services** in promoting inclusion, well-being, and equality across the institution.

The College provides professional counselling services that:

- Offer **confidential guidance and emotional support** to individuals experiencing discrimination, harassment, or related distress.
- Act as a **first-response mechanism** in managing reports of discriminatory behaviour or interpersonal conflict, ensuring that affected individuals receive immediate care and follow-up.
- Collaborate with Human Resources and Student Services to **develop preventive strategies**, awareness campaigns, and workshops on diversity, inclusion, and well-being.
- Contribute to the **college's quality assurance cycle** by providing anonymized data and insights for continuous policy improvement.

- Operate in compliance with **professional ethical standards and data protection regulations (GDPR)**.

Through these mechanisms, counselling services play both a **preventive and supportive role**, strengthening CBS's institutional culture of empathy, respect, and accountability.

## Reporting and Investigation

Any individual who believes they have experienced or witnessed discrimination is encouraged to report the incident promptly to the designated contact person within **Human Resources** or **Counselling Services**.

Reports will be handled with the utmost confidentiality and investigated impartially, following CBS's established procedures and safeguarding principles.

The College will ensure that individuals who report incidents are protected from retaliation or victimization.

## Disciplinary Measures

Violations of this policy may result in disciplinary action, which may include counselling, written warnings, suspension, termination, or expulsion, depending on the severity and nature of the incident.

All disciplinary actions will be fair, proportionate, and consistent with institutional and legal standards.

## Commitment to Equality and Inclusion

CBS strives to foster a learning and working environment where all individuals can thrive academically, personally, and professionally.

The College actively promotes a culture of inclusion, mutual respect, and understanding, ensuring that all members of its community are treated with dignity and fairness.

## Monitoring, Review, and Continuous Improvement

The implementation and effectiveness of this policy will be monitored through:

- Periodic internal reviews
- Anonymous feedback mechanisms
- Reporting by Counselling and Student Services
- Annual equality and diversity reports

This policy will be reviewed regularly and updated to reflect:

- Legislative changes (national and EU)
- Institutional developments and strategic goals
- International best practices in equality, diversity, and inclusion
- Recommendations from counselling services and quality assurance evaluations