



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري

Arab Academy for Science, Technology & Maritime Transport

## EQUALITY, DIVERSITY, AND INCLUSION POLICY

### Introduction

The Arab Academy for Science, Technology, and Maritime Transport (AASTMT), as an entity within the Arab League, steadfastly aligns its labor policies and practices with the principles enshrined in the UN Declaration of Human Rights. By Egyptian law and international mandates and charters, AASTMT establishes a robust legal framework aimed at safeguarding individuals from discrimination, harassment, and victimization within the workplace and society at large. Our admission policy is designed to foster a learning, working, and social environment that is unequivocally free from discrimination, prejudice, intimidation, stigmatization, and all forms of harassment and bullying. AASTMT unequivocally asserts its commitment to ensuring that no student, staff member, or visitor faces discrimination based on age, disability, gender, marital status, pregnancy or maternity, race, religion or belief, sex, socio-economic background, or trade union membership. Moreover, the institution actively prohibits assumptions or expectations regarding students based on stereotypes, ensuring that diverse cultural, religious, and academic perspectives are appropriately represented in learning materials. AASTMT further champions a culturally inclusive learning environment, catering to the diverse needs of learners in terms of gender, ethnicity, religion, disability, and age through multi-mode teaching methods, language support, and an unwavering commitment to inclusivity.

### Scope

- The policy applies to all staff, students, employees, and applicants to work or study at the University. The principles of non-discrimination and equality of opportunity also apply to how staff and students should treat each other. As well as to the visitors, contractors, service providers, suppliers, and any other persons associated with the functions of AASTMT.
- This policy is non-contractual and may be updated at any time.

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## Policy Statement

AASTMT is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity. We are committed to seeking to employ a workforce and educate a student body that reflects the diverse community we serve with a student body of different nationalities from Europe, Asia, North America, and the Gulf region.

AASTMT is committed to providing equal opportunities and will work to ensure that all of our staff, students, and visitors, as well as those who seek to apply to work or study with us, are treated fairly and are not subjected to unlawful discrimination based on age, disability, gender, marital status, pregnancy and maternity, race (includes: race, color, nationality, ethnic or national origins) and religion.

AASTMT is committed to providing equal opportunities and will try to ensure that all our students can register for their courses using an application that considers the needs of all learners in terms of gender, race, religion, disability, age, and socioeconomic status.

AASTMT aims not only to be a source of employment but also to be a source of opportunities, and ground-breaking innovation, create dynamic taskforces and teams tailored to meet the needs and requirements of all our staff to reach their highest potential, and further develop their skills.

AASTMT is committed to the value and reputation it holds as a world-class educational institute, deriving strength from the dedication of its staff and faculty members. Acknowledging their paramount role in our institutional success across research, training, teaching, and consultancy services, we understand that attracting highly qualified individuals is facilitated by our esteemed image and institutional value. However, the enduring success and sustainability of AASTMT hinge on our commitment to effective retention practices, human resources policies, staff training and development for career growth, and comprehensive benefits programs.

## Roles and Responsibilities

The AASTMT's Board of Trustees holds ultimate accountability for ensuring compliance with the institution's equality obligations. Both staff and students bear the responsibility of familiarizing themselves with and comprehending this policy. Their duties include challenging and reporting unacceptable behavior through a safe mechanism and the established grievance procedure. Deans, managers, and advisors play a crucial role in setting a positive example by treating all AASTMT members with dignity and respect while actively confronting unacceptable behavior. Their responsibilities extend to ensuring that all staff and students are well-informed about this policy and understand the procedures for reporting discrimination, harassment, or bullying without fear of victimization.

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Additionally, these leaders are tasked with providing staff with information, or knowledge of where to find it, regarding employee rights as outlined within the scope of AASTMT policies, including maternity and paternity rights.

## Aims of the Policy

AASTMT aims to promote equality of opportunity for all, through the following objectives:

- **Equality Assessment:** AASTMT commits to assessing the impact of equality in its policies, procedures, and practices.
- **Data Monitoring and Analysis:** The institution ensures an effective data monitoring and analysis process to track equality-related outcomes.
- **Stakeholder Involvement:** AASTMT actively involves staff, students, and stakeholders in the development and delivery of its equality objectives.
- **Promotion of Diversity and Inclusion:** The institution promotes equality, diversity, and inclusion through both internal and external communications.
- **Training for Equality:** AASTMT mandates equality training, particularly for those involved in recruitment and selection processes.
- **Accessible Support Services:** The institution guarantees that staff and student support services are accessible to all, fostering an inclusive environment.

## Implementation

- AASTMT's community shares responsibility for the successful application of this policy, whilst specific responsibility falls to deans, managers, and advisors who are professionally involved in staff and student support, development, and supervision.
- AASTMT will seek to ensure that all staff and students have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably practicable to accommodate a diverse community.
- Any staff member or student who believes that they may have been the victim of discrimination, harassment, bullying, or victimization shall have protection under this policy.
- AASTMT will work in partnership with its recognized campus Students' Union, as well as external organizations, where appropriate, to combat all forms of unlawful discrimination.
- This policy will be made widely available to all staff and students so that they are aware of their entitlements and responsibilities regarding equality, diversity, and inclusion.

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## Human Resources Practices:

- The AASTMT implements clear, transparent policies and procedures regarding recruitment and selection of any candidate to guarantee equal and non-discrimination opportunities.
- When applying for a position at AASTMT, all candidates agree to the terms and conditions as well as ensure that they are at least 18 years of age.
- The Quality Assurance Centre carries out a periodic survey distributed to all employees to measure their satisfaction with current recruitment systems, wages, incentives, and promotions and to identify their points of view and reactions to the work environment.
- Our Human Resources Department handles our formal grievance system for all human rights-related issues.
- We follow gender equality practices where females form more than 23% of our total workforce. Out of those, 20% are in Top Management positions, 165 are in Middle management positions, and 30% are first-line managers.

## Special practices for students with disabilities:

- **Accessible Education Center (AEC):**
  - AASTMT established the AEC to promote full inclusion of students with disabilities through collaborations, advising, and systemic campus change.
- **Effective Communication:**
  - Encourages direct communication from students to address barriers.
  - Identifies examples of barriers, including lecture design, web-based information, in-class activities, and exam formats.
- **Student Responsibilities:**
  - Students initiate registration with AEC, providing documentation and discussing educational accommodations.
  - Ongoing communication with AEC for updates and direct communication with instructors regarding accommodations.
- **Staff Responsibilities:**
  - Instructors incorporate inclusive strategies for participation without specialized adaptations.
  - Responsiveness to student needs and requests for accommodations.
- **Notification Process:**
  - AEC responds to requests, facilitating access through services like classroom relocation, exam modifications, and policy adjustments.
  - Ensures fairness and merit-based treatment for all staff and students.

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- **Universal Design:**
  - Promotes Universal Design (UD) principles to embed inclusive practices into courses.
  - Establishes clear expectations and diverse instructional strategies for student success.
- **Technology Access Program (TAP):**
  - TAP supports students facing technology barriers, assisting with assistive technologies and inclusive design.
  - Offers consultations, workshops, and resources for accessible digital content creation.

### Sanctions

A failure to comply with the principles set out in this policy may be considered a disciplinary offense and will be addressed through the relevant procedures.

### Complaints

AASTMT is committed to addressing any instances of discrimination, harassment, bullying, or victimization with the utmost seriousness. In cases where a staff or student member is found guilty of unlawful discrimination or harassment, disciplinary action will be taken. AASTMT also extends this commitment to members of the public, visitors, or service providers involved in discriminatory actions. Those who make complaints of discrimination, including staff, students, or other parties, have the right to do so without fear of victimization, and the institution ensures that all complaints are promptly and fairly addressed. Members of the public are encouraged to direct their complaints to the relevant University service initially, and AASTMT allows for the submission of informal complaints either anonymously or with support from an advisor.

### Internal Monitoring and Auditing

Monitoring will take place through the Annual Performance Review (APR) process. The diversity of job applicants, shortlisted candidates, new appointments, academic promotions, student admissions, and attainment, will be monitored as part of the annual reporting.

### Further Information

Further information and support are available from the following:

- HR department.
- Academic Adviser or a support adviser at the university
- Student's Union representative

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