



KNIGHTS
COLLEGE

Equality and Inclusivity

Policy



Document Overview

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Version History

Version No.	Date	Description of Changes
V2	01/07/2025	Document amended due to company re-branding

Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on

quality@knights.edu.mt

1. Equality and Inclusivity Policy

1.1 Scope and Applicability

This policy applies to all aspects of the Knights (KNIGHTS) operations, encompassing its interactions with students, staff, and external stakeholders. It is relevant to all processes including the student life-cycle, recruitment, teaching and learning, support services, and employment practices. The policy covers all forms of discrimination, including but not limited to age, disability, gender, race, nationality, ethnic origin, marital status, civil partnership, pregnancy, maternity, religion, political beliefs, sexual orientation, and gender reassignment. It applies to every member of the KNIGHTS community, including students, staff, contractors, and visitors, ensuring an inclusive and respectful environment that celebrates diversity and promotes equality.

1.2 Purpose

The purpose of this policy is to embed the ethos of equality and inclusivity within all functions of KNIGHTS. It aims to create an environment where diversity is embraced, respected, and seen as a source of strength. This policy is designed to promote fairness, respect, and equal opportunities for all, regardless of background or personal characteristics. It seeks to eliminate any form of discrimination or bias within the institution, ensuring that all individuals have equal access to opportunities for learning, advancement, and personal development. Through this policy, KNIGHTS commits to creating a community where everyone feels valued, included, and empowered to achieve their full potential.

1.3 Legal Framework

This policy is underpinned by compliance with national and international laws and regulations related to equality, diversity, and inclusivity. KNIGHTS adheres to key legal frameworks such as the Equality for Men and Women Act (Cap. 456), Legal Notice 181 of 2008: Access to Goods and Services and their Supply (Equal Treatment) Regulations and relevant EU directives, such as Directive 2004/113/EC on equal treatment in goods and services., and respective updates.

2. Definitions

Bullying:	Repeated, intentional behaviour that causes harm or distress to an individual, involving an imbalance of power, which can be physical, verbal, or emotional.
Direct Discrimination:	Discrimination refers to treating someone unfavourably because of characteristics like age, gender, race, etc., as mentioned in the scope.
Indirect Discrimination	Where an apparently neutral provision (criterion or practice) would put a person at a disadvantage
Diversity:	Diversity refers to the presence of a wide range of individual differences and backgrounds within a group, including but not limited to gender, ethnicity, age, disability, sexual orientation, and socio-economic status.
Equality:	Equality is the principle of treating all individuals fairly and providing them with equal opportunities, regardless of their characteristics, including but not limited to gender, race, age, disability, sexual orientation, and religion. It involves recognising and removing barriers that individuals face in accessing opportunities.
Extremism:	“Extremism” is vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Harassment:	“Harassment” refers to any unwanted behaviour related to a protected characteristic that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
Sexual Harassment:	Any unwanted conduct of a sexual nature, such as inappropriate comments, gestures, or physical interactions, that infringes on an individual’s dignity or creates an intimidating atmosphere.
Inclusivity:	Inclusivity is the practice of creating an environment where all individuals feel valued, respected, and supported, allowing them to fully participate and contribute to the organisation.
Intersectionality:	The interconnected nature of social identities such as race, gender, class, and disability, which overlap and interact to create unique experiences of discrimination or disadvantage for individuals.
Radicalisation:	“Radicalisation” is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.
Reasonable Adjustments:	Reasonable adjustments are changes made to remove or minimise disadvantages experienced by individuals with disabilities or other specific needs in accessing employment, education, or services
Victimisation	“Victimisation” refers to treating someone unfairly because they have made or supported a complaint about discrimination or harassment.

3. KNIGHTS Ethos

Our ethos is intended to promote equality of opportunity by fostering an atmosphere of mutual harmony and respect among its community. Everyone should ensure that their behaviour is not discriminatory and does not make any other person feel uncomfortable. KNIGHTS will not tolerate discrimination by or against any of its students, staff or stakeholders.

KNIGHTS welcomes students and staff with disabilities, impairments, or other conditions such as mental health conditions and neurodiversity, and aims to provide relevant support where needed. KNIGHTS is committed to serving the whole community fairly and equally. It values and respects everyone within and outside the KNIGHTS community, ensuring all individuals have equal access to opportunities and support.

KNIGHTS promotes respect, tolerance, and diversity. Students and employees are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

KNIGHTS is committed to equality of opportunity and social inclusion by:

- Being open to recruiting a student population and attracting a workforce that reflects the diverse community at large because we value and respect the individual contributions of all people. All selection criteria are regularly reviewed to ensure that they are relevant to the offered opportunity, and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.
- Ensuring all students and associates' responsibility to treat each other with dignity and respect.
- Taking positive action to provide equality of access and parity of esteem for all who study and work here.
- Taking action to ensure that individuals are treated equally and fairly and that decisions on recruitment and admission, selection of staff, training, career

progression and management, and exclusion from learning or termination of employment, are based solely on objective and relevant criteria.

- Demonstrating visible leadership and accountability through senior management's involvement in communicating the importance of inclusivity, and driving positive action initiatives.

We also recognise that some individuals may experience discrimination or disadvantage based on the intersection of multiple identities (e.g., race, gender, disability, or socioeconomic status). KNIGHTS acknowledges the concept of intersectionality and is committed to understanding and addressing the unique challenges faced by individuals with multiple, overlapping identities to ensure that every person is treated with fairness and dignity.

To ensure our actions are objective and relevant, very often one expects good judgment. In cases where it is easy to measure, like admissions based on course programme, we follow those criteria.

KNIGHTS is guided by our values

namely; Excellence:

We are motivated by the pursuit of excellence.

Integrity:

We value openness, transparency, honesty and authenticity.

Accessibility:

We are adaptable, flexible and inclusive.

Supportive:

We take a nurturing approach tailored to individual needs.

Real-world:



We work with industry and engage in research to address current and future needs.

Pioneering:

We embrace innovation and believe progress is achieved by pushing boundaries and exploring new ideas.

4. Discrimination or Harassment

At KNIGHTS, we are committed to maintaining a learning and working environment that is free from discrimination, harassment, and victimisation. We uphold a zero-tolerance policy for any behaviour that undermines the dignity of individuals or creates a hostile, intimidating, or offensive environment.

Discrimination on any grounds, including gender, marital status, family responsibility, sexual orientation, gender identity/expression, sex characteristics, race, nationality, ethnic or national origin, religion or belief, social class, medical conditions, disability,, age, or unrelated criminal convictions, is strictly prohibited. This includes, but is not limited to, unwanted physical, verbal, or non-verbal conduct that violates a person's dignity or creates an intimidating, hostile, or offensive environment.

Unacceptable behaviours include, but are not limited to:

- Making offensive remarks or jokes based on characteristics such as gender, race, disability, or sexual orientation.
- Displaying discriminatory or derogatory images or materials.
- Unwanted physical contact or advances of a sexual nature.
- Retaliation against an individual for reporting or addressing concerns about discrimination or harassment.

Discrimination can take several forms, including:

- Direct discrimination: where someone is treated less favourably because of one or more of the protected characteristics set out above.
- Indirect discrimination: where an apparently neutral yet unjustified provision, criterion or practice puts people with a specific protected characteristic at a particular disadvantage.
- Associative discrimination: when someone is treated in a less favourable or disadvantaged manner because they associate themselves with another person who possesses a protected characteristic.
- Discrimination by perception: when someone is treated in a less favourable or disadvantaged manner because he is thought to possess a protected characteristic, although this would be unconfirmed.

Harassment is defined as any unwelcome behaviour related to a protected characteristic that undermines an individual's dignity or creates a hostile environment. Such actions are serious breaches of this policy and may result in disciplinary measures, up to and including dismissal.

4.1 Equal Opportunity Recruitment

When recruiting, KNIGHTS shall ensure that vacancies should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. Advertisements for recruitment (whether internal or external) must not indicate or imply an intention to unjustifiably discriminate, and should not be confined to areas or publications which would unjustifiably exclude or disproportionately reduce the number of applicants possessing protected characteristics.

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the Equality Representative's approval. For example:

- a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- c) Positive action to recruit disabled persons.
- d) Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy or family planning, or about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment or any other protected characteristics without the approval of the Equality Representative (who should first consider whether such matters are relevant and may lawfully be taken into account).

KNIGHTS is required by law to ensure that all employees are entitled to work in Malta.



Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to

produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

4.2 Reasonable Adjustments

KNIGHTS is dedicated to creating an inclusive environment where individuals with disabilities, mental health conditions, neurodiverse conditions, or other impairments are fully supported to participate and succeed. We are committed to providing reasonable adjustments to ensure equal opportunities for all members of our community and ensure that all adjustments are appropriate, proportional, and designed to support individuals in achieving their full potential.

Reasonable Adjustments and support for Students may include:

Accessibility Support:

- Training venues are accessible to individuals with disabilities. KNIGHTS holds the necessary health and safety and respective compliance certificates.
- Printed course materials are provided upon request.
- Additional assistance is provided upon request.

On-Site Childcare and Family-Friendly Arrangements:

- On-site childcare services are offered during lectures to reduce barriers for caregivers.

Remote and Hybrid Learning:

- Online and hybrid learning options are provided where appropriate, reducing the need for physical attendance.
- Recorded sessions allow participants to access learning material at their convenience.

Academic Adjustments:

- Ensuring online resources are accessible to all, following web accessibility standards.
- Allowing additional time for exams or coursework submissions.
- Providing alternative assessment methods, such as oral exams, presentations, or portfolio submissions (where approved by the MFHEA).
- Student Support, Development & Wellbeing
- Dedicated student support team.
- Academic writing and assignment assistance.
- Career Guidance.
- Access to mentors.

Students may apply for reasonable adjustments or additional support by sending an email to studentsupport@knights.edu.mt.

Reasonable Adjustments and support for Staff may include: **Personal**

and Career Development:

- Personalised career development plans ensuring access to learning opportunities regardless of work schedules.
- Offering access to coaching support services.
- Tailoring professional development opportunities to meet individual needs.

Financial Support and Sponsorships:

- Financial support is available for staff who would like to attend external courses or conferences.
- Staff are encouraged to apply for scholarships to attend any KNIGHTS course free of charge.

Study Leave, Flexitime/Time-Off Provisions:

- Paid study leave or time off is granted for participation in mandatory or career-enhancing training programmes.
- Special leave allowances are provided for conferences, workshops, and educational events outside working hours.
- Adjusted work hours, including part-time, or flexible start and finish times.
- Remote or hybrid working arrangements to accommodate personal or health needs.
- Allowing phased returns to work after illness or injury.
- Allowing additional breaks or a more flexible schedule for medical or personal needs.

Staff may apply for reasonable adjustments or additional support by sending an email to the School Principal at kristina@knights.edu.mt.

KNIGHTS will take steps to identify, address, eliminate or minimise any unnecessary or artificial regulations, requirements or conditions that cannot be shown to be directly relevant to maximising an individual's performance. Support services are available to staff and students, including access to mental health services, learning support, and other forms of personal assistance to accommodate specific needs.

In order to meet this commitment, KNIGHTS will:

- Make clear its commitment by publicising its policy to all employees, students, sub-contractors, partners, and users of its services.
- Market the full range of its provision and services in ways that meet the needs of minority groups, including ethnic minorities, and people with disabilities, or wherever under-representation is identified.
- Ensure equality of opportunity by replacing practices, procedures, and customs in all areas of KNIGHTS's life that are identified as being directly or indirectly unfair and discriminating.
- Ensure appropriate representative participation in advisory, consultative, and managerial processes connected to this policy. We do this by inviting feedback from all relevant stakeholders.
- Adopt and monitor policies and procedures to provide equality of opportunity in the recruitment, selection, promotion, and training of staff.

All members of the KNIGHTS community are responsible for embedding a culture that welcomes diversity, and one that challenges and deals with unfairness and discrimination. They are also responsible for acting in a manner that is non-discriminatory and respects the individuality of others at all times; challenging prejudice, discrimination, or harassment whenever and wherever they see it; and bringing to the attention of KNIGHTS staff any procedures, practices, services, or facilities that they perceive limit equality of opportunity or access.



Personal safety is a basic requirement for effective learning and teaching. KNIGHTS will not tolerate harassment or bullying of any kind. If harassment, bullying, or victimisation of or by

students or staff is proven, KNIGHTS will do its utmost to provide support for individuals affected by such incidents, and relevant disciplinary action against perpetrators will be taken. With regard to disciplinary action, this could range from a chat to expulsion/dismissal depending on the severity of the case.

5. Extremism and Radicalisation

KNIGHTS is fully committed to safeguarding and promoting the welfare of all its employees students and faculty (KNIGHTS Community). Every member recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability individuals may face.

It is important for KNIGHTS community members to be constantly vigilant and remain fully informed about the issues which affect the areas, cities, and society in which we intend to deliver work-based learning. All members are reminded to suspend any 'professional disbelief' and that radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns to the appropriate external agencies. We believe that it is possible to intervene to protect people who are vulnerable and to embrace equality and diversity.

KNIGHTS aims to ensure that members are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen and that we work alongside other professional bodies and agencies to ensure that students' and employees are safe from harm.

All members must be aware of the processes for reporting concerns about individuals and/or groups. They must have the confidence to challenge, intervene and ensure that they maintain strong safeguarding practices based on the most up-to-date guidance and best practice.

Should any KNIGHTS community member become aware of any indicating factors that a student, tutor or employee is vulnerable to being radicalised or exposed to extreme views, the following process will be followed:

- All incidents of prejudicial behaviour will be reported directly to the School Principal.
- All incidents will be fully investigated and recorded in accordance with the **Grievances and Appeals Policy and Procedure.**
- Individuals concerned will be contacted, and the incident discussed in detail, aiming to identify motivating factors, and to assess whether the incident is serious enough to warrant a further referral. All records of the meeting will be kept alongside the initial complaints form.
- The School Principal will follow-up within four weeks after the incident and its resolution (if any) to assess whether there is a change in behaviour and/or attitude. A further meeting would be held if there is not a significant positive change in behaviour.

KNIGHTS will agree the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.

6. Filing a Complaint

If anyone believes they have been discriminated against or harassed in any way, individuals can file a complaint. A complaint can be lodged by sending an email to our Student Affairs Team on studentsupport@knights.edu.mt. There is an escalation process starting from Student Affairs up to the KNIGHTS Board/Awarding Body. Further information regarding our complaints procedure can be found in the **Grievances and Appeals Policy and Procedure.**

7. Equality Representative

To strengthen its commitment to fostering a fair, inclusive, and respectful environment, KNIGHTS has appointed a Gender Equality Representative within the organisation. The Client Relations and Community Engagement Manager will serve as a key point of reference and advocate for gender equality, diversity, and the prevention of sexual harassment. The Equality Representative will:

- Act as a voice within KNIGHTS, promoting equality, gender mainstreaming, and the implementation of employee-friendly measures.
- Provide a gender equality perspective when new policies, procedures, or workplace conditions are proposed or revised.
- Oversee the enforcement of the Equality and Inclusivity Policy and the Sexual Harassment Policy, ensuring the effectiveness of reporting mechanisms and compliance.
- Ensure that all equality-related policies and procedures are clearly documented, communicated effectively, and fully understood by all employees.

By appointing an Equality Representative, KNIGHTS reinforces its dedication to equality, diversity, and inclusion at all organisational levels.

8. Associated Policies

- KNIGHTS Ethos Policy
- Sexual Harassment Policy
- Admissions and Enrolment Policy and Procedure
- Recognised Prior Learning (RPL) Policy and Procedure
- Grievances and Appeals Policy and Procedure
- Health and Safety Policy
- Selection and Recruitment Policy and Procedure
- Student Rights, Responsibilities and Code of Conduct
- Staff Evaluation, Promotion and Professional Development Policy and Procedure
- Programme and Academic Regulations