



Farimang Singhateh Road
Bakau New Town

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Marina International School

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Purpose

Marina International School is committed to ensuring equal opportunities for all staff, promoting an inclusive and diverse environment, and fostering a culture where all staff members are treated fairly and with respect. This policy aligns with the standards required for international school accreditation and provides clear guidelines to prevent discrimination, promote diversity, and support the professional development of all staff members.

Scope

This policy applies to all members of staff at Marina International School, including full-time, part-time, temporary, contract staff, volunteers, and anyone engaged in recruitment, employment, training, or development activities within the school.

Policy Statement

Marina International School is committed to promoting equality, diversity, and inclusion in all aspects of employment, including recruitment, selection, training, development, promotion, and day-to-day interactions. We strive to provide a supportive and inclusive work environment where all staff members, regardless of their race, gender, age, religion, disability, sexual orientation, or any other protected characteristic, are given equal opportunities to succeed and contribute to the school's success.

Key Principles

1. Commitment to Equality and Non-Discrimination

Marina International School does not tolerate discrimination, harassment, or any form of unfair treatment. All staff will be treated equitably, and decisions regarding

recruitment, promotion, training, and development will be based on merit and the ability to perform the role. Discriminatory practices on the grounds of race, color, nationality, ethnicity, gender, gender identity, sexual orientation, age, disability, religion, or any other characteristic will not be tolerated.

2. Recruitment and Selection

The school's recruitment and selection process will be fair, transparent, and free from bias. Job descriptions will clearly outline the skills, qualifications, and experience required for the role. All recruitment activities will be conducted in line with this Equal Opportunities and Diversity Policy, ensuring that individuals are hired based on their ability to meet the role requirements, regardless of their background. The recruitment process will be continuously monitored to ensure that diverse candidates are being considered and encouraged to apply.

3. Training and Development

Marina International School recognizes that the development of staff is essential for the continued success of the school. We are committed to offering equal access to training and professional development opportunities to all staff, regardless of their background. Training programs will be designed to equip staff with the skills needed to foster a diverse and inclusive environment, and reasonable adjustments will be made for staff members with disabilities. We also provide leadership development programs for staff at all levels to support career progression and leadership diversity within the school.

4. Promotion and Career Progression

All staff will have equal access to opportunities for promotion and career development, based on their performance and potential. The school will ensure that promotion decisions are based on objective criteria, including job performance, competencies, and the ability to meet role requirements, with no influence from factors unrelated to job performance, such as personal characteristics. Equal opportunities for professional growth will be provided to all staff to ensure fairness in career progression.

5. Reasonable Accommodation

Marina International School is committed to ensuring that staff with disabilities are given the support and accommodations they need to perform their duties. We will take reasonable steps to make necessary adjustments to the workplace, workstations, or duties to ensure equal opportunities for employees with disabilities.

6. Harassment, Bullying, and Victimization

Harassment, bullying, and victimization of any kind will not be tolerated under any circumstances. The school is dedicated to maintaining a professional, respectful, and positive working environment. Any incidents of bullying, harassment, or victimization will be thoroughly investigated and dealt with promptly and appropriately. Staff members are encouraged to report any issues they encounter through clear and confidential reporting procedures.

7. Cultural Awareness and Inclusivity

Marina International School celebrates the diversity of its staff, students, and community. To foster an environment of cultural awareness, inclusivity, and respect, staff are encouraged to engage in ongoing learning about different cultures, traditions, and perspectives. Training and workshops will be offered to enhance cultural competence and support staff in creating an inclusive environment that is sensitive to the needs and values of all individuals.

8. Monitoring and Accountability

The school will regularly review the effectiveness of this policy through monitoring and feedback from staff, ensuring that equal opportunities and diversity goals are being met. This will include regular staff surveys, diversity audits, and analysis of recruitment, promotion, and training data to identify any disparities. Any issues or complaints related to equal opportunities or diversity will be investigated promptly and fairly, and necessary actions will be taken to ensure compliance with the policy.

9. Leadership and Responsibility

The senior leadership team at Marina International School is responsible for ensuring that this policy is effectively implemented and that all staff are made aware of the

policy and their responsibilities. The leadership team will ensure that the principles of equality, diversity, and inclusion are reflected in all aspects of school operations, including recruitment, training, and day-to-day activities. School leaders are expected to model inclusive behaviors and create a welcoming environment for all staff members.

10. Legal Compliance

Marina International School is committed to complying with all relevant laws and regulations regarding equal opportunities and diversity, both locally and internationally. This includes laws governing discrimination, disability rights, equal pay, and other aspects of employment law. The school will ensure that its policies and practices are consistent with the latest legal requirements, and will make necessary adjustments if laws change.

11. Confidentiality and Support

All concerns or complaints related to equal opportunities and diversity will be treated with confidentiality. The school will provide support to staff members who raise concerns, and will ensure that any complaints are resolved in a fair and impartial manner. We also encourage staff to participate in open discussions and engage in activities that promote understanding and inclusion within the school community.

Responsibilities

- **Governance and Leadership:** The Governing Body and School Leadership are responsible for ensuring that this policy is implemented, regularly reviewed, and aligned with the school's objectives, including its commitment to achieving accreditation.
- **Managers and Supervisors:** Managers and supervisors are responsible for fostering an inclusive work environment, ensuring that their teams understand and adhere to this policy, and taking immediate action to address any concerns related to equal opportunities and diversity.

- **Staff:** All staff are responsible for treating colleagues with respect and dignity, supporting the school's commitment to equality and diversity, and reporting any incidents or concerns in line with the school's reporting procedures.

Conclusion

Marina International School is dedicated to creating a school environment where diversity is embraced, and equality of opportunity is assured for all staff. By adhering to the principles outlined in this policy, the school seeks to create a work environment that reflects the values of respect, fairness, and inclusion, and meets the highest standards for accreditation. The school recognizes that diversity and inclusion are not only about legal compliance but are integral to creating an environment where all staff can succeed and contribute meaningfully to the school's mission and vision.

Reviewed on: 11/2/2025