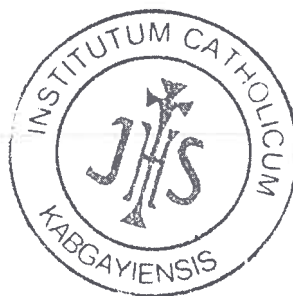


# INSTITUT CATHOLIQUE DE KABGAYI(ICK)



## EQUALITY AND DIVERSITY, AND HARASSMENT POLICY



Approved by ICK Academic Senate on October 25, 2023

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## 1. GENERAL PRESENTATION OF INSTITUT CATHOLIQUE DE KABGAYI

This section includes an overview of Institut catholique de Kabgayi and focuses on the its background, vision, mission, motto, values and objectives.

### 1.1. Background of ICK

The “Institut Catholique de Kabgayi” (ICK) is a private Higher Learning Institution founded in 2002 by the Catholic Diocese of Kabgayi, under the name *Université Catholique de Kabgayi* (UCK). The idea to create a university came as a continuation of Kabgayi Diocese’s apostolic mission to contribute to the socio-economic development of Rwanda through education. More specifically, UCK was created with a goal to produce well trained and competent professionals who are able to take on various socio-economic challenges facing the country. To maintain its Catholic stamp, UCK was meant to produce graduates who are endowed with a critical mind but who are also morally conscious.

UCK was given recognition by the Ministry of Education by Convention of Allocation N°001/03/2003 concluded between the Government of Rwanda via the Ministry of Education and the Catholic Diocese of Kabgayi. It got the legal personality on 15/03/2006 by the Minister order n° 51/11 of 15/05/2006 as published in the Official Gazette of the Republic of Rwanda n°10 of 15/05/2006. What started as *Université Catholique de Kabgayi* (UCK) became *Institut Catholique de Kabgayi* (ICK) by the Ministerial Order N° 03/08.11 of 04/02/2010 promulgated in *Official Gazette of the Republic of Rwanda* N° 08 of 22/02/2010. The institute obtained accreditation or Definitive Operating License by the decision of the Cabinet, on March 24<sup>th</sup>, 2010.

### 1.2. Vision

ICK has the following vision: To be a Centre of Academic and Professional Excellence at national, regional and international level.



### **1.3.Mission**

The mission of ICK is to advance and promote knowledge and development of skills in professionalism and innovativeness through quality education, research and community services for the transformation of society and sustainable development.

### **1.4. Motto**

The motto of ICK is: Science – Conscience - Development.

### **1.5.Values**

In all its teaching and research-related activities, ICK strives to instill the values of truth, justice and solidarity for the integral development of mankind.

Thus, in the implementation of its programs, the ICK will highlight the following values:

- a) The respect of the human rights: promoting social justice and respect of the human dignity; denying discrimination, favouritism and exclusion;
- b) Integrity: Transparency and accountability, privileging truth and honesty;
- c) Serving the community: Commitment to achieve our mission in developing synergy and solidarity with the community;
- d) Unity in diversity: Supporting the “unity in diversity” principle in promoting the spirit of tolerance, dialogue, participation and national unity and reconciliation;
- e) Gender equity: notion of complementing each other in the country development.

### **1.6. ICK objectives**

The ICK objectives in the realization of its mission are:

- To provide a scientific and technological higher education, by taking into account the population's needs for development;
- To provide the student with skills, technology and education that enables him or her to assert himself or herself so as to create employment for his or her personal fulfillment and advancement as well as national development;
- To promote a formal framework of continuous learning and research in the curricular areas provided by the institution;
- To contribute to cultural, civic, moral and Christian education of the population;

*for*

- To promote, through learning and research, the values of truth, justice and solidarity for the integral promotion of the human being;
- To contribute to the search for solutions to other issues related to national development.

## **2. PURPOSE AND SCOPE**

### **Article 1**

The quality and diversity, and harassment policies cover all forms of unacceptable behavior (Including bullying, harassment and victimization), and may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort.

### **Article 2**

All potential and current staff and students are treated fairly, and are not discriminated against on grounds of gender, marital status, disability, ethnicity, HIV/AIDS status, religion or belief, age, socio-economic background, family circumstances, or any other irrelevant distinction.

### **Article 3**

A shared awareness, understanding and commitment to equality and diversity is developed to enable all staff and students to act in accordance with this Policy, so that equality and diversity can be effectively mainstreamed into the core of all Institute functions.

## **3. RESPONSIBILITIES**

### **Article 4**

The *Board of Directors* is responsible for ensuring that the ICK implements the Policy and for making sure the Policy and its procedures are fulfilled. In order to fulfil this responsibility, the Board of Directors will receive an annual report, via Senate and the Executive Council, on the implementation of the Policy to enable the members to ensure that it is being incorporated in forward plans, implemented, monitored, enhanced and continuously reviewed.



#### **Article 5**

The *Vice-Chancellor*, who gives a consistent and high profile lead on quality and diversity issues, is responsible for ensuring that; the Policy is effectively implemented (with the Board of Directors); staff are aware of their responsibilities, accountabilities, and training needs to fulfil these; and appropriate action is taken against staff or students who are found to have undertaken or supported any acts of discrimination on the grounds listed above.

#### **Article 6**

The *Deputy Vice-Chancellor for Academics* responsible for implementing the Policy with respect to students and all the academic work of the Institution. The Deputy Vice Chancellor for Academics also responsible for dealing with reported incidents of discrimination and harassment for students.

#### **Article 7**

The *Deputy Vice-Chancellor for Finance and Administration* is responsible for the implementation of the Policy with respect to staff and specifying and implementing specific related policies and procedures and, in relation to facilities management, finance (including procurement), academic administration, marketing and public relations and, print and design related functions. The Deputy Vice-Chancellor for Finance and Administration is also responsible for dealing with reported incidents of discrimination and harassment or staff.

#### **Article 8**

*Deans of Faculties* are responsible for implementation of the policy, strategy and procedures within their area of responsibility, including mainstreaming equality, and specifying this implementation within their annual planning submission.

#### **Article 9**

*All staff and students* have a responsibility to promote equality and diversity, to eliminate discrimination. Any act of discrimination (including harassment) by an employee or student is viewed very seriously and could result in disciplinary action through the appropriate Institute disciplinary procedures.



## 4. IMPLEMENTATION

### Article 10

Specific mechanisms will be used to ensure that this Policy is implemented effectively and put into practice:

#### Section 1: Monitoring

To inform planning and to identify gaps in provision and representation, staff recruitment and progression, and student admission and progression, will be monitored by gender, disability, religion and age.

#### Section 2: Positive Action

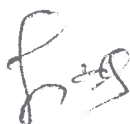
If the monitoring process identifies significant differences between equality groups in terms of student admissions, achievement levels, progress, or in staff recruitment and promotion, the institution will assess the reasons for this and will take positive action where appropriate to address under representation where appropriate.

#### Section 3: Equality Impact Assessment of policies, practices and procedures

The policies, practices and procedures of the institution, including this Policy, will be assessed for their impact on equality of opportunity for all groups including gender, disability, religion and age. The policies, practices and procedures subject to impact assessment will include those that relate to the curriculum, teaching and learning, assessment, admissions, access and participation, students support and guidance, partnerships and community outreach, research and knowledge transfer, staff recruitment, training and career development, HR Policies and management and governance.

#### Section 4: Religious obligations

Each institution will, where reasonable and practicable, meet the needs of an individual arising from their religion or belief and not place unreasonable constraints upon such individuals. Where this is not reasonable and practicable, it will provide an explanation justifying the inability of the Institution to respond to the individual need.





### **Section 5: Students with disabilities**

Applications for admission to academic programmes from people with disabilities will be considered against the same criteria as those from potential students without a disability. ICK will not discriminate on grounds of disability through less favourable treatment where this cannot be justified, or a failure to make reasonable adjustments, where this cannot be justified. The ICK will take into account the need to provide physical access for people with disabilities when planning new buildings and carrying out the refurbishment of existing buildings.

### **Section 6: Staff with disabilities**

Applications from potential employees with a disability will be considered against the same criteria for the post as applications from potential employees without a disability. ICK will not discriminate on grounds of disability through less favorable treatment where this cannot be justified, or a failure to make reasonable adjustments, where this cannot be justified. The institute will take into account the need to provide physical access for people with disabilities when planning new buildings and carrying out the refurbishment of existing buildings.

### **Section 7: Training**

Training programmes will be offered to inform staff of this Policy and raise awareness of good practice in promoting equality and diversity, and also to meet the specific needs of Faculties and Departments. Staff will be required to attend training events on equality and diversity issues as appropriate to enable them to carry out their responsibilities with respect to this Policy.

### **Section 8: Implementation Strategy**

The successful implementation of the Equality and Diversity Policy will be secured via an implementation strategy which provides:

- Clear aims
- Specific actions needed to achieve the aims
- Identification of the responsible senior manager
- Strict timescales to achieve them
- Ways of continually reviewing the aims, the outcomes and the policy.





The implementation strategy will be carried through by an Action plan which will be monitored and reviewed regularly by the Staffing Committee in consultation with relevant parties.

## **5. PUBLISHING, MONITORING AND REVIEWING ARRANGEMENTS**

### **Article 11**

This policy will be provided to new employees within their induction pack, it will be accessible via the institution's website, as well as being made available in alternative formats where reasonable and practicable.

### **Article 12**

Consultations will take place on the outcomes from the annual monitoring and review process, and will involve representatives from throughout the institution including Students. Staff will be able to provide feedback through their line managers.

### **Article 13**

Recommendations for amendments will be considered, together with the monitoring and review report, by the Staffing Committee, Executive Council and Board of Directors.

The present ICK equality and diversity, and harassment policy is approved by ICK Academic Senate in its ordinary meeting held on October 25, 2023.

Father Prof. Fidèle DUSHIMIMANA  
Vice Chancellor of ICK

