

MAURITIUS INSTITUTE OF EDUCATION

EQUAL OPPORTUNITY POLICY

1.0 Introduction

The Mauritius Institute of Education (MIE) strives to promote equality in the workplace and is committed to upholding all staff's right to equal opportunities for their professional growth and career pathway regardless of age, race, gender, sexual orientation, nationality, political opinion, divergent points of view, culture/ethnicity, religious belief, physical characteristics, disability or pregnancy. In order to ensure the integrity of the MIE in its activities, every staff member has a responsibility to view the service as a public trust with the intent to act impartially.

The Mauritius Institute of Education will follow the guidelines of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work in all its employment policies, procedures and practices.

2.0 Policy Statement

The aim of this policy is to ensure that:

All staff (academic and non-academic) of the Institute in the workplace, will have the right for equal opportunities in all its activities with regard to: respect, fair distribution of workload, equal access to benefits, responsibilities on a rotation basis, represent the Institute in external organisations based on fair and transparent procedures, receiving communications promptly, challenge unwarranted destructive criticism, transparent flow of information especially in decision making, work in a discrimination-free, harassment-free and bullying-free environment, a merit-based selection process for recruitment and promotion, and fair processes in dealing with complaints and grievances.

3.0 Selection and Promotion

All staff members will be invited to adhere to established procedures, in particular, by completing all the required forms and attending interviews, to ensure that the selection process is equitable. Selection for promotion will not be determined by the candidates' age, race, gender, sexual orientation, nationality, political opinion, divergent points of view, culture/ethnicity, religious belief, physical characteristics, disability or pregnancy.

To ensure fairness in the selection process, the following principles should be considered:

- i. a clear description of the approved set of criteria,
- ii. the post to be advertised in a variety of locations and by different means,
- iii. the applicants' qualifications, knowledge, skills, abilities, experience, and merit,
- iv. ethical protocols to be adopted pertaining to the selection of candidates, interview process and dissemination of results, and
- v. unsuccessful candidates should be offered written constructive feedback for improvement.

Applications will be invited, internally, and where there are no suitable qualified candidates, the post will be advertised externally, in such a way that applicants are not penalised on grounds of nationality, age, caste, colour, creed, ethnic origin, religion or belief, pregnancy, impairment,

marital status, place of origin, political opinion, race, sex and sexual orientation and will be in conformity with the Institute schemes of service.

Selection will be done on the basis of the applicants' eligibility for the job and their ability to fulfill the job requirements. Importance will be given to the candidates' skills, abilities, qualifications, experience and merit in relation to the job applied for.

The MIE will ensure that all its policies including compensation, benefits and any other relevant issues associated with contracts are well formulated and included in the contracts of employment.

4.0 Capacity-Building & Professional Development

All members of staff will be encouraged to improve their skills and qualifications and to take advantage of staff development opportunities offered by the Institute.

The Institute through its Staff Development Policy will offer capacity building and professional development opportunities/courses to all its academic and non-academic staff members in addition to the self-professional development. All nominations local, regional and international would be brought to the attention of all staff as a matter of fairness, transparency and accountability.

5.0 Complaints

Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions.

Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will be handled promptly and in accordance with the prevailing laws of the land.

6.0 Updating of the Policy

Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring exercise, and revised, if they are found to, or might, discriminate.

The policy will be updated/reviewed regularly as and when the needs arises and in the light of emerging challenges. A report on progress will be produced each year and published via the website, the staff newsletter, notice boards, and the annual report.

7.0 Implementation of the Policy

The Director/Registrar will ensure the implementation of this policy. *This policy will be brought to the attention of all staff members in dissemination briefings on a yearly basis.*

The Council of the Mauritius Institute of Education reserves the right to make the appropriate amendments to this Equal Opportunity Policy after consultation with the Unions.

The policy has been approved by the MIE Council on 22 February 2021. All staff members are responsible for familiarising themselves with this policy.

22 February 2021