**INTERNATIONAL BLACK SEA UNIVERSITY LLC**

**QUALITY MANAGEMENT SYSTEM DOCUMENTS**

**Policy for Gender Equality and Social Inclusion**

*Approved on 19/09/2022 by Governing Board - Minutes №30 (appendix #1)*

**Approvals**

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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| Prepared by: | Legal Office |  |
| Approved by: | Governing Board |  |

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**Amendments**

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| **#** | **Decision taken by** | **Decision №** | **Date** |
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**Revision List**

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1. General Provisions
   1. International Black Sea University (hereafter “IBSU”) shares internationally recognized values of equality and non-discrimination, as well as universally recognized human rights and freedoms, supports the creation of an equal and inclusive educational environment free from any form of direct or indirect discrimination.
   2. IBSU shalltake relevant steps to implement the principles of gender equality in education, create an equally accessible environment, and eliminate differential treatment among students and/or university staff based on race, skin color, language, sex, age, nationality, origin, place of residence, place of birth, property or rank, religion or belief, nationality, ethnic or social background, occupation, marital status, health status, disability, sexual orientation, gender identity and expression, political or other views, or any other ground.
   3. To achieve the abovementioned, IBSU shall elaborate and implement relevant activities to mainstream the principles of gender equality and to suppot and promote the integration of vulnerable groups in the University environment.
2. Gender Equality
   1. IBSU is committed to applying the principle of equal treatment at all stages of recruitment process of the academic, invited, and administrative staff:
      1. Labor and pre-contractual relations, including:
3. Pre-contractual selection criteria and conditions of employment, as well as access to career advancement at all levels of the professional hierarchy, regardless of the field of activity;
4. Access to all forms of professional orientation, professional development, professional training and retraining (including practical professional experience) at all levels of the professional hierarchy;
5. The conditions of employment, labor, remuneration and termination of employment.
   * 1. Be guided by the principles of gender equality in the preparation of documents regulating competitions;
     2. Observe the principles of gender equality during communication with staff, students, and/or other third parties;
     3. Explore possibilities for for creating a Gender-responsive Family-friendly environment for employees to maintain a positive work-life balance, inter alia, by taking necessary measures to support responsible parenthood and consider the best inesterst of children.
6. Social Inclusion
   1. IBSU strives to create an adapted environment for everyone (including but not limited for the people with disabilities and special educational needs).
   2. IBSU is commited to prepare individual study plans and adapt the education enviroment to the needs of people with disabilities and special educational needs.
   3. IBSU is commited to apply special protection and support measures for the staff with disabilities, and by applying the principle of reasonable accommodation, in particular, the principle of equal treatment in relation to persons with disabilities, take relevant measures in compliance with national legislation.
7. Harrasment and Discrimination
   1. Pursuant to the Georgian Legislation, IBSU shall be responsible to eliminate every form of discrimination and ensure equal rights of every natural and legal persons under the legislation of Georgia, irrespective of race, skin colour, language, sex, age, citizenship, origin, place of birth or residence, property or social status, religion or belief, national, ethnic or social origin, profession, marital status, health, disability, sexual orientation, gender identity and expression, political or other opinions, or on any other characteristics.
   2. IBSU shall prevent harassment, including persecution, coercion and / or unwanted behavior aimed at or causing offense to a person and creating an intimidating, hostile, humiliating, degrading, or abusive environment. Establish a rapid, objective and effective mechanism for responding to cases of harassment, and in case of confirmation of the fact, take necessary measures to impose liability on the person responsible for violation in accordance with the legislation of Georgia and internal regulations of IBSU and ensure that the consequences of discrimination are eliminated without violating the rights and legitimate interests of third parties.
   3. Pursuant to the Law of Georgia on Higher Education, IBSU shall provide information to police and/or any other authorized body regarding possible acts of violence against women and/or domestic violence, if the threat of a repeated violation exists.
8. Institutional Governance
   1. Institutional governance shall reflect the principles of gender equality and maintain gender equality balance at any managerial level.
   2. Human Resource Management Office shall be entitled to prepare and submit to the Governing Board special programmes stimulating gender equality and social inclusion.
   3. Human Resources Management Office shall take relevant measures to ensure that every staff member takes the necessary training(s) on sexual exploitation and protextion from violence.
9. Supervision for the Policy Implementation

IBSU Internal Monitoring Office shall have overall responsibility to ensure the effective operation of this policy and comply with the relevant statutory framework prohibiting any form of discrimination in each of its areas of operation.

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*Ignorance of rules of the university shall not be a defense to anyone.   
All are therefore required to familiarize themselves with the rules and regulations as outlined in the related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical, mental, emotional, or learning disabilities in its educational programs and activities.*

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