

				\$3,83125 65			
Docume	nt Title		MCAST EQUALITY POLICY				Page 1 of 15
Document Number		er 371	Document Revision		В	Date Issued	09.06.2022
GE				RAL INFO	RMATION		
1	0)				delines and Standa	ards	
2		nent approver		BOG			
3	be not	um list of document use ified upon release of nent update	ers to	Deputy Di	and CEO, Deputy P rectors, MCAST Ac AST Students	rincipals, Instit ademic and A	ute Directors, dministrative
4	Docun	nent change history			_		
	A	Document Change Tracking Number	Date re	leased	Change originato	r	
		22/2022	09.02.2	022	Equality Consulta	tive Committe	е
		Change history (Section	on/chang	e details)			
		New Document 1 st offi	cial relea	se			
	Docun	nent change history					
	В	Document Change Tracking Number	Date re	e released Change originator			
		66/2022	09.06.2	2022 Equality Consultative Committee			e
		Change history (Section					
		the Equality Co Liaison Office a - Updated 1.6.1- responsible for - Removed refer relation to upda - Updated 3.4 by - Added Chapte be addressed to	onsultativ as neede adding n facilitatir ence to c ates/ clar changin r 4 – Proc to the MC	e Committe d. ote that HR og the imple contact deta ifications of g the term cedures wh CAST Equa	ument - shifting the ee in liaison with the conflice and Studen ementation of this p ails of HR Office and the policy in section <i>discrimination comp</i> ich specify that Equ ity Committee; whil as per procedures I	e HR Office an t Liaison office olicy. d Student Liais on 1.6. <i>plaints</i> to <i>equa</i> uality Related I lst harassment	d the Students e are son Office in <i>ality complaints</i> Matters are to

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website <u>www.mcast.edu.mt</u>.

Document users are encouraged NOT to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

Procedures 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, it needs to be updated! Contact your Document Controller on Ext 7121 today!



DECEMBER 2021

MCAST EQUALITY POLICY

WWW.MCAST.EDU.MT/EQUALITY

	MCAST						
Document Title	MCAST EQUALIT	Y POLICY			Page 3 of 15		
Document Number	371	Document Revision	В	Date Issued	09.06.2022		

Table of Contents

DECLA	ARATION	3
СНАРТ	FER 1: GENERAL PROVISIONS AND DEFINITIONS	4
1.1	INTRODUCTION	4
1.2	VISION	4
1.3	Соммітмент	4
1.4	DISCRIMINATION GROUNDS	4
1.5	TYPES OF DISCRIMINATION	6
1.6	UPDATING AND COMMUNICATING THE POLICY	6
СНАРТ	FER 2: CREATING AN EQUAL ENVIRONMENT FOR ALL	7
СНАРТ	FER 3 – WAY FORWARD	12
СНАРТ	FER 4 – PROCEDURES	13
CHAP1	FER 5 - REFERENCES AND BACKGROUND DOCUMENTS RELEVANT TO THIS POLICY	14

Declaration

MCAST is a community college that endorses the principle of nondiscrimination in all its operations while seeking to implement the entitlements of each of its members in full respect to their human dignity.

MCAST						
Document Title	MCAST EQUALITY	POLICY			Page 4 of 15	
Document Number	371	Document Revision	В	Date Issued	09.06.2022	

CHAPTER 1: General Provisions and Definitions

1.1 Introduction

The MCAST Equality Policy outlines what constitutes equality, the areas where MCAST shall ensure nondiscrimination and how MCAST will achieve the objectives set out in this policy. This policy is to be read in conjunction with the College's Harassment Policy, the College's Manual of Procedures, MCAST Collective Agreements, Gender Equality Plan, and the KSM Student Charter.

All College staff members and students fall within the remit of this policy.

This policy document aligns with the respective Maltese legislation: The Equality for Men and Women Act, 2003 (Cap 456), Equal Opportunities (Persons with Disability) Act (Cap 413) and The Employment and Industrial Relations Act, 2002 (Cap 452). It is also aligned with various EU Directives and Regulations, including international documents (see background documents for complete list). This Equality Policy is subject to the Data Protection Act (Chapter 586 of the Laws of Malta).

1.2 Vision

In virtue of this policy, MCAST establishes its commitment towards its employees and students in terms of equality and inclusion. MCAST wants to ensure that the environment and education provided at MCAST are accessible to all where each student and staff member is safe and comfortable.

1.3 Commitment

In collaboration with its employees, students, and stakeholders, MCAST commits to creating an inclusive environment for all. MCAST commits towards ensuring compliance to the protection of Fundamental Human Rights. In particular, Article 45 of the Constitution of Malta, which article states that "*no different treatment may be afforded to different persons attributable wholly or mainly to their respective descriptions by race, place of origin, political opinions, colour, creed, sex, sexual orientation or gender identity whereby persons of one such description are subjected to disabilities or restrictions to which persons of another such description are not made subject or are accorded privileges or advantages which are not accorded to persons of another such description.*

1.4 Discrimination grounds

1.4.1 Sex /Gender

1.4.1.1 MCAST is committed to the equality between men and women in all areas within the college and shall not tolerate any discrimination in this regards. MCAST is committed to eliminating all occupational segregation based on gender stereotypes. Additionally, MCAST is committed to increasing the number of females in male-dominated vocational sectors and vice-versa.

1.4.2 Race

1.4.2.1 In terms of the International Convention on the Elimination of All Forms of Racial Discrimination, race includes race, colour, descent, or national or ethnic origin. The MCAST has a zero-tolerance policy towards racist behaviour. Our commitment is to ensure a safe environment for all employees and students, regardless of their 'race' and cultural background and is further committed to resisting and fighting hate crime and hate speech in this regard.

	MCAST						
Document Title	MCAST EQUALITY	POLICY			Page 5 of 15		
Document Number	371	Document Revision	В	Date Issued	09.06.2022		

1.4.3 Language

1.4.3.1 The official MCAST languages are Maltese and English. Our commitment is to as far as possible have information provided in both languages.

1.4.4 Sexual Orientation, Gender Identity, Gender Expression and Sex Characteristics'

- 1.4.4.1 The MCAST has zero tolerance in terms of discrimination on the grounds of sexual orientation, gender identity, gender expression and sex characteristics. The institution commits to building a safe and inclusive environment for the LGBTIQ+ community.
- 1.4.4.2 MCAST aims to foster a college environment that is inclusive, safe and free from harassment and discrimination for all members of the school community, students and adults, regardless of sex, sexual orientation, gender identity, gender expression and/or sex characteristics.
- 1.4.4.3 MCAST aims to promote the learning of human diversity that is inclusive of trans, gender variant and intersex students, thus promoting social awareness, acceptance and respect.
- 1.4.4.4 MCAST ensures a college climate that is physically, emotionally and intellectually safe for all students to further their successful learning development and well-being, including that of trans, gender variant and intersex persons.
- 1.4.4.5 All MCAST students including trans, gender variant and intersex students have the right to discuss and express their gender identity and expression openly and to decide with whom, when and how much private information to share.
- 1.4.4.6 (refer to the MCAST Manual for Procedures for further on the procedures on Trans and Gender Identity)

1.4.5 Age

1.4.5.1 The MCAST fundamentally believes in the potential and worth of every age group. Therefore, not only is discrimination on the grounds of age forbidden, but participation of the different age cohorts is encouraged.

1.4.6 Disability

1.4.6.1 The MCAST fundamentally believes that employment and education are a right which should be available to all. The MCAST works hand in hand with the Human Resources, the Commission for the Rights of Persons with Disability (CRPD), the Students Support Services, the Integration Unit and the Inclusive Education Unit to ensure a safe environment that is free from discrimination to persons deemed to suffer from any physical or mental disadvantage.

1.4.7 Family/Civil Status

1.4.7.1 The MCAST is committed to making arrangements to accommodate the needs of the staff member, as also stipulated by the collective agreements and national law. MCAST also provides on-campus childcare facilities to facilitate the ability of the employee-parent to attend to their work duties. It is ensured that childcare facilities are not available solely to the mother but also to any other parent or guardian as the case may be.

MCAST						
Document Title	MCAST EQUALIT	Y POLICY			Page 6 of 15	
Document Number 371 Document Revision B Date Issued 09.06.202						

1.4.8 Religion and belief; Political or Personal Conviction

- 1.4.8.1 MCAST's commitment is to ensure a safe environment for all its employees and students, regardless of their beliefs or convictions and is further committed to resisting and fighting hate crime and hate speech in this regard.
- 1.4.8.2 Being that Malta is officially, in terms of its Constitution, a Roman Catholic country, the MCAST campus hosts a Roman Catholic Chapel where spiritual guidance is available throughout the academic year. Nevertheless, the practice of other faiths is encouraged, and employees are invited to attend the multi-faith room available on-campus at their convenience.
- 1.4.8.3 Malta is a democratic country, and political participation by employees or students, unless it is declared incompatible with the particular post, is encouraged. Our commitment is to ensure fair treatment of all employees and students regardless of their political opinion. However, political arguments which escalate to insults, attacks and harassment will not be tolerated.

1.5 Types of Discrimination

- **1.5.1 Direct discrimination –** where one person is treated less favourable than another is, has been or would be treated in a comparable situation
- **1.5.2** Indirect discrimination where an apparently neutral provision, criterion or practise would put persons at a particular disadvantage compared with other persons (unless this provision is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary)
- **1.5.3** Harassment unwanted conduct which takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. A victim of any form of harassment, including sexual harassment, may take informal or formal action against the alleged harasser. Details on the procedure to be followed is available in the MCAST Anti-Harassment Policy.

1.6 Updating and Communicating the Policy

- **1.6.1.** The Equality Committee is the owner of this policy and is responsible for coordinating the updates in liaison with the HR Office and the Students Liaison Office as needed. These offices are also responsible for facilitating the implementation of this policy.
- **1.6.2.** It is to be ascertained that all MCAST employees and students are informed of the MCAST Equality Policy and its content. All employees and students should be made aware of the possibility to seek assistance should it be felt that discrimination has taken place.
- **1.6.3.** MCAST, through its Communications Department, shall ensure that all directives and circulars concerning equality; are brought to the immediate attention of all MCAST employees and students.

MCAST						
Document Title	MCAST EQUALIT	Y POLICY			Page 7 of 15	
Document Number	371	Document Revision	В	Date Issued	09.06.2022	

CHAPTER 2: Creating an Equal Environment for All

2.1. EMPLOYEES

- **2.1.1.** In terms of Article 26 of the Employment and Industrial Relations Act and Article 4 of the Equality for Men and Women Act (Cap. 456), it is unlawful for any person to discriminate, either directly or indirectly:
 - o in the arrangements made to determine who should be offered employment;
 - o in determining who should be offered employment;
 - in the terms and conditions on which the employment is offered, including pay, conditions of work and other benefits; and
 - \circ $\;$ in determining who should be dismissed from employment.

2.1.2. Recruitment and Employment

- 2.1.2.1 The MCAST ensures non-discriminatory practices in vacancies and vacancy advertisements, job descriptions and selection procedures. Moreover, selection boards, which are gender balanced, regulating the recruitment process are trained to be well-versed in equality and inclusion legislation and ensure that the criteria established for selection, application forms and interview questions only refer to what is essential for the performance of tasks relevant to the job.
 - A. Interviewing Boards

In determining eligibility and assessing candidates, the interviewing board should avoid any form of direct or indirect discriminatory treatment, as defined in the Employment and Industrial Relations Act (Cap. 452 of the Laws of Malta) and Subsidiary Legislation (Equal Treatment in Employment Regulations - SL 452.95), as applicable from time to time, as well as the Equality for Men and Women Act (Cap. 456 of the Laws of Malta) and the MCAST Manual of Administrative Procedures¹. The interviewing board shall ensure that every person is assessed according to their ability to carry out a given job. It is discriminatory to assess a person's ability on the grounds of the person's gender and/or family responsibilities.

B. Gender-neutral vacancies, vacancy advertisements and job descriptions

Job vacancies / nomenclatures / job descriptions are gender-neutral. Nomenclatures are gender-inclusive throughout.

In the exceptional circumstance that an advertised vacancy necessitates a specific gender based on a genuine occupational requirement, this should be clearly outlined in the job description of the respective call for applications. The actual task/s that need to be performed by a person of a particular gender consequently include a justification of the gender eligibility restriction in terms of sub-article 2 (5) of the Equality for Men and Women Act (Cap. 456).

C. <u>Gender-sensitive appointment procedures</u>

MCAST will take the necessary steps to ensure that all genders are equally represented in its main structures in a fair manner that reflects its gender-sensitive approach in practice.

MCAST employees who qualify for appointments while availing themselves of maternity or parental leave will be granted their due appointment even if they are unable to resume duties with

¹DOC_001_MCAST MANUAL OF ADMINISTRATIVE PROCEDURES_CHP 1 TO CHP 14-<u>https://intranet.mcast.edu.mt/?page_id=411</u>



	2, 1124 c.								
Document Title	Document Title MCAST EQUALITY POLICY								
Document Number	371	Document Revision	В	Date Issued	09.06.2022				

immediate effect. These employees will be required to perform their period of probation when they resume duties and will only be confirmed in their appointment on satisfactory completion of the period of probation. Where it is absolutely necessary for the vacancy to be filled, the post will be occupied by a temporary appointee.

D. Persons with disability

The MCAST is committed to staying at the forefront in applying inclusive policies at the place of work. The MCAST seeks to enhance, as far as possible, the status of disabled employees and their opportunities for advancement.

The MCAST recognises that persons with a disability may, for various reasons, often face social obstacles which impede access to various areas. In this regard, the MCAST is committed to doing all that is reasonably possible to put in action the principles contained in the Equal Opportunities (Persons with a Disability) Act (Cap. 413) and the UN Standard Regulations of 1993 on Equal Opportunities for Persons with a Disability.

2.1.3. Conditions of work

- 2.1.3.1. Persons employed within the MCAST in the same grade or type of employment enjoy the same conditions of work, including pay, benefits, family-friendly measures and conditions of work. It is ensured that training offered by the organisation is gender-sensitive and available/ accessible to all.
- 2.1.3.2. In terms of LN 427/2002 entitled Part-time Employees Regulations, all temporary employees not engaged directly through MCAST, whether engaged on a part-time or full-time basis, are entitled, on a pro-rata basis, to vacation leave, sick leave, injury leave, jury leave, public holidays and all family-friendly measures as outlined in the Manual on Work-Life Balance Measures. 2
- 2.1.3.3. Temporary and part-time employees engaged directly with MCAST are entitled to all the benefits and conditions of work as other MCAST employees and are also obliged to adhere to all procedures and regulations stipulated in the MCAST Manual of Procedures. Part-time employees engaged with MCAST are entitled to leave benefits on a pro-rata basis.
- 2.1.3.4. <u>Family-friendly measures</u> Family-friendly measures are applicable to all MCAST employees as per collective agreements. In the case of employees engaged in different contractual agreements, the family-friendly measures will only run up to the term of engagement or according to their respective collective agreements. Requests for the uptake of family-friendly measures should be facilitated by the respective Director/ line manager, always taking into account the exigencies of the service.
- 2.1.3.5. Records of approvals, rejections and reasons for refusals of requests for family-friendly measures are kept by the HR Department, who shall periodically report such to the Equality Committee.

²https://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual_on_Work -Life_Balance_Measures.pdf

MCAST						
Document Title	MCAST EQUALIT	Y POLICY			Page 9 of 15	
Document Number	371	Document Revision	В	Date Issued	09.06.2022	

2.1.4. Leadership and decision making at MCAST

2.1.4.1 The MCAST is committed to making a considerable effort to achieve gender balance in leadership and decision-making. Measures may include but are not limited to family-friendly measures, which are specifically targeted towards management roles and gender balance in interviewing boards, disciplinary boards or/and decision-making bodies.

2.1.5. Support

- 2.1.5.1. Support for Staff: The Well-Being Hub is available to all employees.
- 2.1.5.2. MCAST takes a proactive approach in helping its employees to cope with the demands of further and higher education.

2.1.6. Research

- 2.1.6.1. Research and Innovation activities at MCAST, are intrinsically designed to be gender-inclusive and ensure that provide equal access to all activities to all members of staff. The MCAST Research Framework³ provides equal opportunity and support to all members of staff, across all institutes and domains of expertise, to engage in research activities.
- 2.1.6.2. The process of allocating working hours and academic load to research activities is transparently established, through Standard Operating Procedures and Forms, which are, approved though the respective institute management and the MCAST's Applied Research and Innovation Centre (ARIC). The research activities, including allocation, execution and target studies do not discriminate between academics on any basis related to race, class or gender and all research activities are vetted through the MCAST Research Ethics Committee in this regard. To maximise on full and equal accessibility to all researchers and potential researchers, MCAST's ARIC deploys six senior research officers, one in each institute and for Gozo, that meet regularly with all interested researchers and act to facilitate and guide towards the uptake of research at MCAST.
- 2.1.6.3. Furthermore, all research and innovation activities undertaken at MCAST are equally promoted through the main public website of the organisation, providing open visibility to the various research thematic areas and academics engaged within. Content related to output is equally promoted irrespective of gender through a Research Database, the annual MCAST Research and Innovation Expo as well as the Open-Science access to peer-reviewed studies published in the MCAST Research Journal4.
- 2.1.6.4. Research hours are allocated to every lecturer after they fill a form that is presented to the institute director and to MCAST's Applied Research and Innovation Centre. Approved research hours are deducted from a lecturer's lecturing hours. The allocation of research does not discriminate between lecturers on any basis related to race, class or gender.

2.1.7. Teaching Content

³ https://www.mcast.edu.mt/wp-content/uploads/Reg_Oper_Frame_-A_R_Sanctioned_BoG_2021_V6.pdf ⁴ https://journal.mcast.edu.mt/resources/html/cms/MAINPAGE

	MCAST						
Document Title	Document Title MCAST EQUALITY POLICY Page 10 of 15						
Document Number	371	Document Revision	В	Date Issued	09.06.2022		

- 2.1.7.1. The College ensures that all teaching content and resources reflect our diverse population and a curriculum that encourages social inclusion and education about different profiles of people. All teaching content does not include stereotypes and is attentive to the different experiences of women and men.
- 2.1.7.2. Assessments take various forms, including writing but also hands-on and practical tasks where students perform tasks to show mastery of skills. Learning outcomes and assessment criteria are designed to be as inclusive as possible. In cases where assessment criteria clash with the disability of particular students the matter is addressed through a MAP Session organised by the Inclusive Education Unit where different modes of assessment are explored.
- 2.1.7.3. Lecturers are encouraged to disseminate resources in digital formats in order to enable students with literacy difficulties, Dyslexia, visual impairment and other difficulties to use Text-To-Speech software.
- 2.1.7.4. The College adopts different modes of assessment focusing on both academic and vocational skills. In case of students with disabilities which limit their reading/writing abilities, other forms of assessment are explored in order to allow student to demonstrate their true potential while respecting the assessment criteria. In addition, access arrangements are provided to all students with disabilities registered with the Inclusive Education Unit (IEU) throughout their studies at the College. Such arrangements include but are not limited to readers, scribes, extra time, prompting, separate rooms, enlarged print, supervised rest periods.
- 2.1.7.5. In the cyclical review of programmes, feedback is gathered from present and past students, as well as from staff who are then responsible for carrying out the programme reviews.

2.2. STUDENTS

- **2.2.1.** The student community makes up the purpose and raison d'etre of the Malta College for Arts, Science & Technology. The community is made up of students coming from backgrounds that are diverse and unique to each student. MCAST's mission is to provide each of its students not just with academic and vocational training in an area of one's own choice, but with a learning experience that is holistic, which will ultimately fully equip each student with the necessary knowledge and skills for a successful future in the world of employment.
- **2.2.2.** The College's purpose, as defined by Article 89(1) of the Education Act (Chapter 327 of the Laws of Malta), is to, in general, ensure the existence of educational institutions accessible to all. This fundamental principle is also reflected in MCAST's Mission Statement: "*To provide universally accessible vocational and professional education and training with an international dimension, responsive to the needs of the individual and the economy*".

2.2.3. Vision for students

2.2.3.1. In virtue of this policy, MCAST is setting out and establishing its commitment towards the Student Community in terms of equity, equality and inclusion to ensure that the education provided at MCAST is accessible. Furthermore, the College strives to provide students with the means to feel safe along their educational journey and at the same time experience growth and a sense of belonging to the College community.

MCAST						
Document Title	MCAST EQUALITY	Y POLICY			Page 11 of 15	
Document Number	371	Document Revision	В	Date Issued	09.06.2022	

2.2.4. Commitment

- 2.2.4.1. MCAST shall ensure that in collaboration with its student community as well as its stakeholders, an environment that is inclusive to all and across all levels is created. MCAST is committed to ensuring compliance to the protection of Fundamental Human Rights.
- 2.2.4.2. Additionally, the Student Charter provides a summary of the functions and responsibilities of staff and students and defines the following areas:
 - ✓ The rights and responsibilities of students
 - ✓ The responsibilities of staff in the education and learning processes
 - ✓ Student expectations of the education and assessment methods of the College
 - ✓ Remedial process for any infringement of academic ethics

2.2.5. Academic Management of Students

- 2.2.5.1. <u>The Student Admissions:</u> process is based solely on an evaluation of the student's academic performance. No other factors shall be taken into consideration in deciding whether or not a student is qualified to be admitted to the MCAST. MCAST also takes into consideration without prejudicing a student's entitlement to access MCAST of each student's individual learning needs to offer the required support towards holistic education.
- 2.2.5.2. <u>Teaching, learning and assessment:</u> Academic staff at the MCAST shall seek to deliver material to students in a manner and language which is understood by the entire class. Assessments are to be delivered and corrected in an objective manner, against the respective assessment criteria, based solely on student achievement towards the completion of learning outcomes that are clearly specified for each course before students embark on a course of their own choice.
- 2.2.5.3. <u>Facilities and services</u>: The MCAST campus and services are available to all registered full-time MCAST students.
- 2.2.5.4. <u>Support for Students:</u> The Student Support Services are available to all registered MCAST students without exception.

2.2.6. Assistance for Students

- 2.2.6.1. If a student has any question or at any time feels that a situation may be tantamount to discrimination or that a situation is resulting in discriminatory treatment, the following services are available to the student:
 - <u>Help within the Institute:</u> Each Institute within the MCAST has its own Management & Staff structure. This includes a structure of Institute Director, Deputy Directors, Student Support Services Coordinators (SSSCs), Institute Vocational Co-ordinators, lecturers and student mentors. Students are encouraged to resolve matters with the Institute itself.
 - <u>Student Support Services:</u> KSM-MCAST Student Council, Wellbeing Hub (Therapy Services, Mental Health Services, Nutritional Advice, Sexual Health Services, Substance Issues, Tobacco Cessation Support), Educational Psychology Services, Career Guidance Services, Student Liaison Office, Integration Unit and other services such as the Inclusive

MCAST								
Document Title	MCAST EQUALITY	(POLICY			Page 12 of 15			
Document Number	371	Document Revision	В	Date Issued	09.06.2022			

Education Unit (IEU), Learning Support Unit (LSU) and Fitness Centre. Students are encouraged to contact Student Support Services with any queries they may have.

CHAPTER 3 – Way Forward

- 3.1 MCAST is legally obliged to ensure that its working and learning environment is safe, dignified and respectful, free from discrimination. Every student, employee, and official College representative has the responsibility to refrain from discrimination in the College environment. Every student, employee, and official College representative has the right to work and learn in an environment free from discrimination.
- 3.2 MCAST's Equality Policy is also subject to the Data Protection Act (Chapter 586 of the Laws of Malta).
- 3.3 To achieve the objectives set out in this policy, the MCAST shall have an Equality Committee, chaired by a person appointed by the Principal, which shall consist of not less than three and not more than five members, assigned by the Principal, whose primary role shall be to:
 - Keep up-to-date with local and European legislation and practices concerning Equality and Inclusion to ensure that the policy is continuously up-to-date with the latest legislation and practices
 - Liaise with HR and Student Services regarding equality matters
 - o Liaise with the Student Council & Organisations
 - Liaise with the Human Resources Office, the CPD Office and Student Services to ensure Equality Awareness through formal, informal and non-formal means with all Employees and Students at MCAST
 - Ensure that an annual gender audit is carried out at MCAST
 - o Make any recommendation that the committee deems relevant to the Administrative Bureau
 - Monitoring the progress of the MCAST's Gender Equality Plan with the respective director and approval from the respective Deputy Principal.
 - Ensure timely reporting of the GEP.
- 3.4 If the equality committee receives any equality complaints, the Chair of the committee will forward the issue to the relevant departments, (such as: either the Human Resources Office or Student Support Services). This will ensure a fair and transparent investigative process to this highly sensitive subject.
- 3.5 MCAST is committed to ensuring the transparency and confidentiality of all the information we hold.

MCAST							
Document Title	Page 13 of 15						
Document Number	371	Document Revision	В	Date Issued	09.06.2022		

CHAPTER 4 – Procedures

4.1 Equality related Matters

- 4.1.1 For any equality related matters, Students and Staff are to write to the MCAST Equality Committee on the following address: equality@mcast.edu.mt.
- 4.1.2 The MCAST Equality Committee shall act as a point of entry for such matters and liaise with the respective departments accordingly.
- 4.1.3 With regards to students, the Student Liaison Officer within the Student Support Services is committed to assist all students in addressing their queries relating to this policy.
- 4.1.4 With regards to employees, the HR Department is committed to assist all employees in addressing their queries, including the interpretation and implementation of policies.

4.2 Harassment Reporting

- 4.2.1 Students or employees who believe that they have been subjected to harassment, have the right to file a report/complaint. The process for the filing of such reports can be found in Doc 370 Dignity at MCAST: An Anti-Harassment Policy.
- 4.2.2 Proven harassment constitutes serious misconduct and appropriate disciplinary action will be taken:
 - as per the applicable Collective Agreement (or other means in the case of management positions) which does not exclude dismissal, in the case of staff.
 - as per the procedures for the MCAST Corporate Disciplinary Board as explained in Doc 188 College Academic Board Procedures, in the case of students.

******* End of Policy*******



\$ \$1.8 × 1.5 × 1.4								
Document Title	MCAST EQUALITY	Page 14 of 15						
Document Number	371	Document Revision	В	Date Issued	09.06.2022			

Consultations were carried out with all MCAST management, NCPE and Human Rights Directorate. This policy was approved by the MCAST Executive Management Team (EMT) on 07/Dec/2021 as the MCAST Equality and Policy. On 07/Dec/2021, the Equality Committee approved the consolidation of the MCAST Equality Policy.

CHAPTER 5 - References and Background documents relevant to this policy

1. MCAST Documents

- MCAST Collective Agreements
- MCAST Manual of Administrative Procedures
- MCAST Anti-Harassment Policy
- Gender Equality Plan
- KSM Student Charter

2. National Documents

- Equality Policy 18 June 2021
- Data Protection Act (Chapter 586 of the Laws of Malta).
- Employment and Industrial Relations Act (Cap. 452 of the Laws of Malta)
- Equal Opportunities (Persons with Disability) Act (Cap 413)
- Subsidiary Legislation (Equal Treatment in Employment Regulations SL 452.95)
- Equality for Men and Women Act (Cap. 456 of the Laws of Malta)
- Gender Identity, Gender Expression and Sex Characteristics Act (Cap. 540 of the Laws of Malta)
- Trans, Gender Variant and Intersex Students in Schools Policy
- Trans, Gender Variant and Intersex Students in Schools strategy
- Respect for All Framework (MEDE, 2014b).

3. EU legislation

- Council Directive 2004/113/EC of 13 December 2004 implementing the principle of equal treatment between men and women in the access to and supply of goods and services. (OJ L 373, 21.12.2004, p. 37–43.)
- Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast) (OJ L 204, 26.7.2006, p. 23–36.)
- Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU (OJ L 188, 12.7.2019, p. 79–93.)
- Regulation (EU) 2021/241 of the European Parliament and of the Council establishing a Recovery and Resilience Facility. (OJ L 57, 18.2.2021, p. 17–75.)
- All Council Conclusions on gender equality and other relevant subjects, including especially those cited below:
 - Council Conclusions on Moving towards more inclusive labour markets (7017/15)
 - Council Conclusions on Enhancing the Skills of Women and Men in the EU Labour Market (6889/17)



Document Title	MCAST EQUALITY	Page 15 of 15						
Document Number	371	Document Revision	В	Date Issued	09.06.2022			
 Council Conclusions on Enhanced measures to reduce horizontal gender segregation in 								

education and employment (15468/17)

- Council Conclusions on Closing the Gender Pay Gap: Key Policies and Measures (10349/19)
- Council Conclusions on the Economy of Wellbeing (13432/19)
- Council Conclusions on Gender-Equal Economies in the EU: The Way Forward: Taking Stock of 25 Years of Implementation of the Beijing Platform for Action (14938/19)
- Council Conclusions on Enhancing Well-being at work (8688/20)
- Council Conclusions on Tackling the Gender Pay Gap: Valuation and Distribution of Paid Work and Unpaid Care Work (13584/20)
- International Convention on the Elimination of All Forms of Racial Discrimination

4. United Nations

- The Beijing Declaration and Platform for Action (UN agenda for gender equality and women's empowerment)
- The UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)
- Sustainable Development Goal (SGD) 5.4 of the United Nations 2030 Agenda for Sustainable Development

5. Other Documents

- Communication from the Commission of 26 April 2017: "An initiative to support work-life balance for working parents and carers" (COM (2017) 252 final)
- 2021 Report on equality between women and men in the European Union (6774/21)
- A Union of Equality: Gender Equality Strategy 2020-2025. 6678/20. (Commission reference: COM (2020) 152 final.)
- The European Pillar of Social Rights Action Plan (6649/21 + ADD 1 + ADD 2)