



TEDUKA INTERNATIONAL ACADEMY

Innovators of Global Further and Higher Education

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1. Foundational Principles

Equal treatment is implemented according to the Equal Treatment Directive of the European Union, the legal requirements as defined in the Equality for Men and Women Act (2003), Chapter 456 of the Laws of Malta.

To implement the equality of gender women are supported in accordance with and in priority of skill, qualification and professional performance.

Teduka International Academy regards equality as a comprehensive task to guarantee equal opportunity of all internal and external target groups; based on this understanding concrete actions for the relative target groups are deduced.

2. Main Objectives

The main objectives of equal treatment initiatives at Teduka International Academy are the following:

1. Equal treatment and protection from discrimination of all members of the Academy for reasons of
 - ethnic background
 - religion or ideology
 - age
 - sexual identity
 - gender
 - disability or chronic disease
2. Support of equal opportunity for men and women;
3. Increase of proportion of men/ or women in areas where they are represented inadequately, particularly in positions of leadership and committee work;
4. Working toward an optimal compatibility of family and career for both men and women;
5. Protection from sexual discrimination and sexual harassment;
6. Support of equal opportunity for students with children, for students that are physically or mentally disabled, for students with migration background and for students from uneducated social back- grounds or milieus;
7. Control and development of main objectives regarding the concept of equality is made by an equality representative.

3. Equality Provision Obligation

All members of Teduka International Academy, particularly those with leading and management positions are obliged to actively work toward the protection of members of the academy from discrimination, toward the equality between men and women in studies, teachings and administration, as well as to work toward the support of equal opportunity for students in special conditions of life. This obligation has to be considered as a general guiding principle for the whole range of tasks of the academy. Its realization is a special task of the managerial staff and has to be included when evaluating their performance.

Teduka International Academy, according to its general policy, ensures that all students experience equal treatment. Fundamental factors include the following:

- The semi-virtual concept of learning which offers the necessary flexibility allowing students to access and advance with their studies even when they find themselves in special conditions of life.
- Intensive support of the students, e.g. by individual study advice (coaching), in which the objectives of the equality mandate are also pursued.

4. Job Advertisement/Request for Application

(1) Teduka International Academy is obliged to not advertise a job offer limited to only men or only women publicly or internally, unless the gender is the indispensable presupposition for that specific job offer. This applies to all areas of activity and functional levels of Teduka International Academy.

The full text of the advertisement needs to be gender-neutral.

(2) If men or women are underrepresented in particular areas, the following phrase has to be added to the actual job announcement of the available job position: “Teduka International Academy intends to increase the proportion of men/ or (alternatively) women. Therefore men/ or (alternatively) women are encouraged to apply.”

(3) A majority of positions including managerial and leadership functions have to be announced even as part-time jobs, as long as compulsory functional interests are not opposed. The option for part-time employment has to be mentioned explicitly in the advertising text.

5. Method of Selection

(1) In areas in which women are underrepresented, Teduka International Academy is obliged to invite as many women as men to job interviews, provided on an adequate number of applications of both genders and that the applicants do have the skills required for that specific job.

(2) In job interviews questions are improper if reference is made to family status, existing or planned pregnancies, interruptions of occupation, reduction of working hours, or delays in graduation of particular training courses, due to the care of children or of disabled relatives or relatives that are dependent on care or housekeeping.

6. Recruitment and Professional Advancement

(1) If men or women are underrepresented in particular areas of work Teduka International Academy is obliged to give preference to them regarding the awarding of apprentice positions, recruitment and engagement and professional advancement if they do have the same qualification (skills, competency and professional performance), unless a competitor is evaluated as superior.

(2) In the filling of jobs and operative positions, of apprentice positions as well as advancement and delegation of upgraded areas of work, even those with leadership role or superior positions, experience and skills derived from the care of children or people dependent on care as well as from volunteer work are taken into account insofar as they are considerable for the designated functions.

(3) Should actions of the Human Resource Management lead to personnel reduction, it has to be guaranteed that the percentage of men and women in underrepresented areas is not reduced. This

particularly applies to leadership and managerial positions.

7. Continuing Training and Education

(1) Teduka International Academy is obliged to offer courses of continuing training to their personnel in a sufficient way. If such courses do not take place within the individual working time attendance is reasonable to the personnel during free time, provided that compensatory time off occurs to an adequate degree. Compatibility of family and career is to be considered.

(2) Personnel holding managerial and leading positions are particularly required to enable women to participate in continuing training courses. Personnel that hold organizational positions or work in the Human Resource Management Department, including managerial and leading positions, are required to give preference to topics dealing with Equality and Competitive Disadvantage.

8. Actions to Improve Compatibility of Family and Career for Men and Women

Education of children is a task for society as a whole. Teduka International Academy is actively committed to reduce prejudices and to preempt disadvantages at work that develop by undertaking family tasks. This applies equally to both men and women. Men are encouraged to make use of their right for part-time employment and parental leave; women will experience easier reemployment after maternity leave.

9. Leave of Absence due to Family Reasons

(1) Applications for part-time work or leave of absence of employees with family responsibilities – also of employees that hold managerial and leading positions – have to be accepted if compulsory business requirements are not opposed.

(2) During maternity leave, parental leave and leave of absence due to other family reasons the position will be temporarily staffed. This ensures that business is not negatively affected and that other employees do not have to work under increased pressure due to the absence of their colleague.

(3) Counselling interviews have to be conducted with the employees before the termination of their leave, in which they are informed about possibilities of reemployment after their absence.

(4) If overtime is mandated, then compatibility of overtime with family responsibilities has to be reviewed by request of the person concerned.

10. Protection from Discrimination and Harassment

Discrimination and harassment of any kind, due to ethnic belonging, religion or ideology, age, sexual orientation, gender or disability, are unacceptable. All members of the academy are required to create a working climate that supports all groups of persons in averting discrimination and harassment. Teduka International Academy therefore takes preventive actions to ensure the safety of their members and students.

(1) It is the compulsory service of all members of Teduka International Academy to work against discrimination and harassment of employees and to report known cases of discrimination and harassment to the Chief Executive and Academic Officer directly. This particularly applies to employees that hold managerial and leading positions.

(2) Those who have suffered discrimination or harassment should contact our equal opportunity officer. The equal opportunity officer is entirely trustworthy and discreet and conducts investigation of the case. The head of the academy will be informed in writing about the results of the investigation. Depending on the severity of the case, appropriate actions will be taken which range from a reprimand to a limited or indefinite expelling of the wrongdoer. Justified complaints do under no circumstances result in any disadvantage of the affected person.

11. Special Support for Students with Children

(1) Teduka International Academy is obliged to show special consideration for the needs of students that have children.

(2) Teduka International Academy supports students with children within the framework of coaching, by giving individual advice and support from the student office by creating individual study plans to allow them a study experience free of stress and trouble, by giving information about day-care centers and by working on offerings of financial support for students with children (e.g. federal child-raising allowance; availability at a daycare center, application for supplementary child allowance at the Federal Employment Agency etc.). For further individual help and support they can contact the student office at any time.

(3) To allow the optimal reconciliation of family and studies, Teduka International Academy makes all study materials available all the time. All enrolled students have unlimited access to the learning platform (VLE) where they have full access to all learning materials and where they can use the advanced online library that provides access to all relevant papers, e-books and journals. In addition, the Academy provides study facilities such as a streaming server.

12. Special Support for Students that Are Physically or Mentally Disabled

(1) Teduka International Academy is obliged to show special consideration for the needs of physically or mentally disabled students.

(2) During the application and enrollment process each student receives individual study counselling. In this period students are informed about available resources and support. Physically or mentally disabled students receive special support and treatment already during their enrolment process.

(3) Each physically or mentally disabled student is provided with an individual supervisor who is trained and qualified to meet their special needs.

(4) The general examination regulations provide the clauses on the compensation of disadvantage for physically or mentally disabled students. Compensation of disadvantage is realized by additional working material and assistive equipment or extended time of working or taking of exams in other possible forms.

(5) Teduka International Academy additionally supports physically or mentally disabled students by individual care within the framework of coaching.

13. Special Support for Students with Migration Background

(1) Teduka International Academy is obliged to show special consideration for the needs of students with migration background.

(2) The International Office of Teduka International Academy supports students with migration background by individual care within the framework of coaching, by special tutorials to improve study performance, as well as by communication of language courses.

14. Special support for students from educationally disadvantaged social backgrounds or milieus

(1) Teduka International Academy is obliged to show special consideration for the needs of students from educationally disadvantaged social backgrounds or milieus.

(2) Students from educationally disadvantaged social backgrounds or milieus will receive individual care within the framework of coaching already before they start their studies, in which they become familiar with skills of academic work so that they are well prepared for student life.

15. Equal Opportunities Officers

(1) The equal opportunities officer is responsible for the prevention of gender-specific disadvantages for all employees of the academy as well as for all students; he/ she supports the academy in exercising tasks, in implementing equality of men and women and in eradicating existing disadvantages.

(2) The equal opportunities officer is informed in time by the head of the academy about all actions that affect the implementation of his/ her work directly. Subsequently, the relevant committee or board enables him/ her to give a statement.

(3) The equal opportunity officer is especially engaged in the composition of committees and is enabled to take up position on the actions regarding equality of men and women in studies, teachings and administration as well as regarding the support of equal opportunities of students.

(4) The equal opportunity officer gives advice to and supports employees in specific cases regarding career advancement, eradication of disadvantage and compatibility of family and career. He/ she is the first person contacted regarding questions on discrimination or harassment of any kind.

(5) Our Equal Opportunity Officer should have several years of experience in the field of equal opportunity and should possess the following traits: be independent and free of prejudice of any kind, act objectively and analytical as well as reliable, trustworthy and discreet. The Equal Opportunity Officer should have an academic degree and ideally at least 3 years of work experience in higher education institutions.

16. Language Regulation

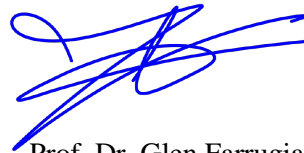
Forms and texts that affect the personnel or work routine are supposed to exhibit the equality of men and women, even linguistically. They are to be generally worded as gender-neutral or may include both forms – feminine and masculine.

17. Publication

Teduka International Academy publicly announces this concept of equality and the statements relating to the self-responsibility and persons of contact described therein. Furthermore, it makes sure that this concept is open to all members of the academy, to all employees and to all students on the internal learning management system in the courses Examination Office and Equality.

As approved by the Teduka International Academy President
on behalf of the Board of Governors,

Today, 24th of December 2021



Prof. Dr. Glen Farrugia
President and CEO