



# EQUALITY AND DIVERSITY POLICY

*“Catholic Universities join other private and public Institutions in serving the public interest through higher education and research; they are one among the variety of different types of institution that are necessary for the free expression of cultural diversity, and they are committed to the promotion of solidarity and its meaning in society and in the world.”*

JOHN PAUL II, *Ex Corde Ecclesiae* (1990)

## 1. INTRODUCTION

- 1.1 The University of Saint Joseph is committed to actively promoting an inclusive culture on campus, values respectful diversity, and recognizes that staff and students from different backgrounds and experiences enhance whole person education, and bring innovative cultural and academic insights to teaching, learning and research. This is in line with the institutional mission of the University to develop as an international academy of varied ethnic, social or religious affiliations, welcoming of the physically challenged and committed to fostering a caring, ethically, responsible, economically, socially and environmentally sustainable society.
- 1.2 This policy describes the rationale, principles, and practices that promote the fair and respectful treatment of all members of USJ’s community.

## 2. DEFINITIONS

- 2.1 The University of Saint Joseph recognizes that all people are EQUAL in dignity and as such should be respected. No one, therefore, should be favoured or discriminated against because of age, physical ability, gender, sexual orientation, economic status, ethnicity, religious affiliation, or political persuasion.
- 2.2 Recognition of DIVERSITY on campus highlights the existence and, in many cases, the intrinsic value of traits that make a person unique and enrich the community as a whole.
- 2.3 OPPORTUNITIES and OUTCOMES, however, are never equal. They are afforded or merited, as conditions permit, though for the common good this should be done and seen to be done equitably, in accordance with policies and regulations that are fair and transparent in their reasoning, in line with the guiding principles of the University.
- 2.4 In sum, recognition of equality and diversity in the context of USJ’s Christian ethos aims to foster an open, welcoming, inclusive academic community, free from prejudice, within which staff and students are encouraged to achieve their full potential.

## 3. PURPOSE

The purposes of this policy are:

- 3.1 To ensure that all members of the University community acquire and advocate behaviours that value treating people equitably and with respect in a culture that celebrates dignity and diversity;
- 3.2 To foster a shared understanding of the University’s key principles of and approaches to the recognition of the equal dignity and diversity of its staff and students, at all levels of the university;
- 3.3 To provide the University with an effective mechanism for monitoring and enhancing the implementation of respect for equal dignity and diversity of everyone on campus, so that each may be valued and flourish;



- 3.4 To ensure that respect for inclusivity and the fair and equitable treatment of all is an integral part of USJ's planning and management, and imbues its recruitment, admission and assessment procedures.

#### 4. SCOPE

- 4.1 This policy applies to all members of USJ, both staff and students.  
4.2 This policy does not apply to parties outside USJ.  
4.3 This policy does not apply to the USJ Nursery (which is required to meet the requirements of the Macau SAR Social Welfare Bureau).

#### 5. RATIONALE

Being opposed to all forms of unlawful discrimination, the University is committed:

- 5.1 To dealing fairly with all its members and not providing less favourable facilities for, or treatment of those who differ because of age, nationality, ethnic origin, gender, disability, marriage and civil partnership, pregnancy and maternity, language, religion, political persuasion, economic status or social conditions;  
5.2 To creating an environment that promotes dignity and respect in which individual talents and the contributions of all members of the University are recognized, encouraged, respected and valued;  
5.3 To promoting respect and cultural awareness across the campus;  
5.4 To encouraging anyone who feel that they have been subject to unfair treatment or discrimination to raise their concerns so the University can apply appropriate corrective measures;  
5.5 To regularly reviewing all the University's practices and procedures so that fairness is maintained at all times;  
5.6 To ensuring that training, development and progression opportunities are available to all staff and students.

#### 6. CONTENTS

- 6.1 All new, amended and existing practices and procedures must ensure that fairness, transparency, and equality before the regulations is maintained at all times.  
6.2 The University must in its policies and practices acknowledge respectful diversity at all levels of the institution.  
6.3 The University must have an appropriate appeals system and processes in place.

#### 7. COMMITTEE COMPOSITION

- 7.1 The Committee is composed of the following members:
- Administrator (Chairman)
  - Manager of Human Resources (Secretary)
  - Director of Finance and Human Resources Office
  - Head of Domestic Students Recruitment Office
  - Head of International Affairs Office
  - Head of Academic Affairs Office
  - Head of Office for Student and Alumni Affairs
  - Head of Technology and Facilities Office
  - Chaplain
  - Counsellor
  - Head of Secretariat and Public Relation office (Public Relation)
  - President of Students Association



## 8. ROLES AND RESPONSIBILITIES

### 8.1 The Executive Council is responsible for:

- Providing leadership on the equality and diversity policy and strategy, acting as overall champions to ensure that the policy is implemented at all levels;
- Communicating the strategy and policy, internally and externally;
- Monitoring, reviewing, evaluating and continuously improving the policy and its implementation.

### 8.2 The Equality and Diversity Committee is responsible for:

- Developing and implementing policy and strategy on equality and diversity;
- Reviewing the existing campus policies and procedures in accordance with the equality and diversity policy, and proposing changes where appropriate as a consequence of such review;
- Enabling training and development initiatives at all levels on principles and practices underscored by the University's equality and diversity policy;
- Providing guidance on the implementation of the policy to Deans/Heads of units, staff and students;
- Overseeing the implementation, operation, efficacy and impact of this policy in promoting respect for equal dignity and respectful diversity across the campus and the activities of academic and non-academic units and programmes;
- Elaborating measures and supervising practices concerning recruitment of Staff, appointments and promotion;
- Developing procedures and observing practices in teaching and learning, and research;
- Providing a source of support, bounded by specific confidentiality obligations, to all members of the University, of all faiths or none;
- Ensuring that publicity, marketing and communication is undertaken and which respects the equality and diversity policy statement;
- Reassuring that students will be admitted according to the University admissions policy;
- Ensuring that Student Services meet the needs of a diverse student body;
- Assuring that the provision of services as appropriate are welcoming and inclusive to all;
- Making sure that the physical environment is accessible to all where possible;
- Addressing health and mental issues and ensuring that induction processes, support and information is provided to staff and students;
- Raising awareness of equality and diversity procedures and practices among the student body.

### 8.2 The Deans/Department Coordinators/Programme Coordinators/Heads of the units are responsible for:

- Implementing the policy as part of their day-to day management of staff, students and programmes;
- Applying the equality and diversity policy and practices in a fair and equitable manner;
- Ensuring that equality and diversity issues are addressed in practice;
- Ensuring that all staff and students act in accordance with the equality and diversity policy, providing necessary implementation, support and direction;
- Promoting diversity experiences and cultivating cultural awareness.

### 8.3 Each and every staff member and student is responsible for:

- Implementing the policy in their day-to-day work and dealings with people;
- Ensuring that their behaviour is appropriate to the policy and that they treat people with respect and dignity;



- Not discriminating against others;
- Notifying their Deans/Programme Coordinators/Heads of office of any concerns with regard to the conduct of other persons.

## 9. REFERENCES

9.1 This policy should be read in conjunction with: the University Policies and Regulations for, and Terms of Reference on committees; the Anti-discrimination and anti-harassment policy; Student Handbooks; the Staff Handbook; and Article 25 of the *Macao Basic law* which states that “All Macao residents shall be equal before the law, and shall be free from discrimination, irrespective of their nationality descent, race, sex, language, religion, political persuasion or ideological belief, educational level, economic status or social conditions.” The list of related documents is annexed to the Policy.

## 10. REVIEW

- 10.1 This policy takes effect from 16 April, 2019 and is subject to ongoing review and amendment as appropriate.
- 10.2 Amendments to this policy are made by the Executive Council in response to advice and recommendations from across the University.

**Author:** Executive Council

**Approved by:** Executive Council

**Approval date:** 5 November 2024

**Operational commencement date:** 5 November 2024

**Version number:** Equality and Diversity Policy 002

## References

John Paul II. (1990). *Ex Corde Ecclesiae*. Retrieved from [http://w2.vatican.va/content/john-paul-ii/en/apost\\_constitutions/documents/hf\\_jp-ii\\_apc\\_15081990\\_ex-corde-ecclesiae.html](http://w2.vatican.va/content/john-paul-ii/en/apost_constitutions/documents/hf_jp-ii_apc_15081990_ex-corde-ecclesiae.html)