

Diversity and Inclusion

Effective Date: 1/6/2018

Amended: 20/6/2023

1. OVERVIEW

Sunway University (hereinafter referred to as “*the University*”) is committed to encouraging diversity and inclusion in the workplace. We aim to create a culture that respects and values each other’s differences, promotes equality and diversity, and encourages individuals to grow and develop in order to realize their full potential. Diversity and inclusion are closely tied to our core values of integrity, humility and excellence which are embedded into every facet of our business and goals.

2. SCOPE

- 2.1 At the University, diversity means all the ways we differ that make each of us unique. It includes age, gender, disability, race, religion, belief, cultural background, sexual orientation, marriage and civil partnership, refugee and asylum seekers status, language, pregnancy and maternity/ paternity, as well as underlying differences such as thinking styles, nationality and education.
- 2.2 Inclusion means creating a workplace culture where differences are valued. It encourages collaboration, flexibility, equity and fairness where every staff member has the opportunity to develop skills and talents consistent with our values and business objectives.
- 2.3 Managing diversity and inclusion includes addressing factors of difference and fully utilizing the potential contributions of all staff members at all levels to achieve greater performance outcomes. It also means eliminating or reducing barriers that stand in the way of full participation and unleashing the creativity that comes from different ideas and experiences. The aim is to make the University an organization where people feel involved, respected and connected by leveraging on the diversity of ideas, backgrounds, experiences and perspectives to create business value.

3. OBJECTIVES

The Diversity and Inclusion Policy provides a framework for the University to:

- i. Enhance our reputation as an employer of choice in attracting and retaining a diverse pool of staff members at all levels working in an inclusive workplace environment.
- ii. Grow and develop our staff members in order to realize their full potential by providing fair and equal opportunity without discrimination.
- iii. Create a workplace environment that values and utilizes the contributions of staff members with diverse ideas, backgrounds, experiences and perspectives for the growth of the University and the success of the customers and communities we serve.
- iv. Create a workplace environment that promotes dignity and respect for all. A culture of zero tolerance for direct or indirect discrimination, victimization, intimidation, bullying or harassment in the workplace.

4. FRAMEWORK AND STRATEGIES

- 4.1 The framework to deliver against our diversity and inclusion objectives focuses on three key areas that are essential to our long term business success, competitiveness and growth.
- i. Talent – Building a diverse talent pool working in an inclusive workplace environment.
 - ii. Workplace – Nurturing an inclusive workplace environment and culture to retain and develop our talent and maximize their potential.
 - iii. Community – Building community and enriching lives through corporate responsibility focusing on education, healthcare and C.A.R.E. projects, an acronym for community aid, reach-out and enrichment.
- 4.2 Below are the initiatives in support of the three key areas of focus of diversity and inclusion.

Talent	Workplace	Community
<ul style="list-style-type: none"> • Recruitment and selection • Training and development • Performance Management • Compensation and benefits • Recognition and rewards • Career opportunity • Succession planning • Employee mobility 	<ul style="list-style-type: none"> • Workplace environment • Flexible work arrangement • Support facilities • Communication • Education and awareness • Employee engagement 	<ul style="list-style-type: none"> • CR programme • Donations and sponsorships • Scholarship • Green city initiatives • Safe city initiatives • Charity events

5. ROLES & RESPONSIBILITIES

It is the responsibility of all staff members for creating an inclusive workplace environment that rewards high performance and commitment to excellence. The University aims to provide staff members at all levels with fair and equal opportunity without discrimination. The following provides an overview of the roles and responsibilities for each role of stakeholder.

5.1 The Management

- i. Leading by example and promoting an organizational culture that is supportive of the benefits of diversity and inclusion.
- ii. Ensuring that the diversity and inclusion policy underpins all aspects of our work by implementing it in their respective entities.

5.2 Head of Department (HOD)

- i. Ensure that policies and procedures relating to diversity and inclusion are implemented and communicated to all staff members.
- ii. Promote a positive work environment by being inclusive and open, and challenging behavior or decisions that breach this policy.
- iii. Raise awareness of diversity and inclusion, act as a role model for others, and promote diversity and inclusion.

5.3 Staff members

- i. Understand the value and benefits of diversity and inclusion.
- ii. Familiarize and comply with the diversity and inclusion policy and procedure.
- iii. Treat each other with respect and dignity and set an example for others to follow.

5.4 Human Resources (HR)

- i. Provide policy guidance and support to staff members and HODs on the implementation of diversity and inclusion.
- ii. Ensure this policy is implemented across all areas.
- iii. Monitor, evaluate progress and effectiveness of this policy.
- iv. Highlight to the Management issues and challenges on diversity and inclusion policy.

6. STATUTORY REQUIREMENTS AND REPORTING

The University will continue to ensure we fulfill statutory obligations and align our practices, policies and procedures to enhance our corporate governance and reputation.

7. NON-COMPLIANCE

The University will not condone any behavior or act of discrimination. Any non-compliance of the University's diversity and inclusion policy and procedure, or any unfair treatment or unlawful discrimination may subject to disciplinary action.

DOCUMENT CHANGE LOG

Revision Date	Description of Change	Page(s)
20 June 2023	Amendment to clause 2.1, 5 & 7.	1 & 2