

EQUAL OPPORTUNITIES CONCEPT of the **CBS International Business School**

On 03.02.2020, the Senate of the CBS International Business School (CBS) adopted the following equal opportunities concept.

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1 Guiding principles

"Equal opportunities and equality pay off in several ways: only through them is it possible to fully exploit the existing innovation and talent potential. (German Research Foundation, DFG)

At CBS, equality, diversity and inclusion are regarded as core concerns of the university and are seen as an opportunity to promote equity, appreciation, and integration. Cooperative interaction between all relevant actors form the basis of the work and aims at jointly recognising discrimination, breaking down barriers, promoting educational justice and creating equal access.

In addition, the following principle applies to all CBS university members and employees (Basic Regulations § 3 para. 6): Both the ethnic origin and the political, religious, or sexual identification of an employee or student are irrelevant for the university - as long as they do not violate the applicable law. CBS promotes a culture of anti-discrimination so that the business professionals trained here become multipliers of fair treatment in the working world and beyond.

In the pursuit of academic excellence, CBS aims to create and maintain an integrative learning and working environment in which equal opportunities are promoted, diversity is valued, and people are protected from discriminatory behaviour. The equal opportunities concept is continuously adapted or expanded in consideration of current developments.

The university has based its equal opportunities concept on Article 3 of the Basic Law and the Higher Education Act (HG NRW § 3 para. 4).

2 Responsibilities and functions

The university is committed to providing equal developmental opportunities for women and men in all areas of higher education. To this end, the university takes gender-specific concerns into account in its decision-making processes. In order to achieve this goal, the Senate elects a central Equal Opportunities Officer for a period of three years. Their legal status and powers are based on § 24 HG NRW. In particular, they work towards the inclusion of gender equality aspects in academic and administrative work, in development planning, in personnel and structural measures and in the performance-related allocation of funds (Basic Regulations § 3, para. 5). The Equal Opportunities Officer works together with the Vice President for Finance and Administration (Basic Regulations, § 9 para. 5).

The Equal Opportunities Officer is a member of the university's appointment commissions (Appointment Regulations § 4 para. 6) and may also participate in the meetings of the selection commissions (Appointment Regulations § 9 para. 4). They report annually and additionally to the Senate, upon request (Basic Regulations § 10, para. 3, sentence 9). The Equal Opportunities Officer also maintains network contacts.

3 Admissions procedure

CBS ensures that all study applicants are treated fairly and assessed according to defined qualification criteria. The admissions procedure may not discriminate against applicants on the basis of other criteria which are not justified in terms of the academic admission requirements (see Admissions Regulations).

The Admissions Office at CBS is the central office for the administration of all prospective students' applications.

4 Staff appointments

CBS ensures at all times that persons applying for a position at the organisation are treated equally and fairly. Decisions in the selection procedures are made on the basis of qualifications and suitability for the position advertised. Applicants may not be discriminated against on the basis of criteria that are irrelevant or unjustified for the requirements of the position.

CBS job advertisements contain clearly defined criteria for each advertised position which take the university's equal opportunities concept into account.

Candidates are pre-selected on the basis of the pre-established criteria for each post. Each person will be considered according to these criteria.

If applicants are under-represented in a specific area, the management may decide to re-advertise the position.

The process of interviewing for administrative vacancies is standardised for each short-listed candidate. The selection is usually made in a two-stage interview process. The personnel department has an advisory function and can be involved at any time.

If two or more applicants are equally suitable, the person from an underrepresented group may be given preferential treatment, provided that underrepresentation is established in this specific case.

The filling of positions for full-time professors at CBS and the participation of the Equal Opportunities Officer are regulated in the appointment regulations.

5 Contact points and service facilities

CBS has set up various service and advice centres that contribute to the realisation of equal opportunities. These include the Student Advisory Service, the Students Office, the International Office, the Career Service, the Examination Office, and the internal Study Advisor.

Students who suffer from a health impairment that is detrimental to their studies can contact the Study Advisor. In cooperation with the service centres involved, they will ensure that appropriate compensatory measures are offered.

For CBS's efforts to make it possible for capable refugees to start studying, the Student Advisory Service is the first point of contact. Here, prospective students, refugee helpers and volunteers can inform themselves about admission requirements, possible fields of study, support, and orientation possibilities etc.

Employees from the administrative and academic sectors are trained in appropriate intercultural training courses in order to take diversity into account.

6 Career development

CBS is committed to providing both former and current students and employees, especially those from underrepresented groups, with a supportive environment for professional development and opportunities for advancement.

The university shapes this supportive environment, which is intended to promote both personal and professional development, through the following measures, among others: informal mentoring programmes, inviting external company representatives to give lectures and/or participate in internal symposia, or providing networking opportunities.

7 Reconciliation of family, care, study and/or employment

The university shall take due account of the diversity of its members and dependants, as well as the legitimate interests of its staff for good employment conditions, within the framework of its diversity management. In order to support people who want, or have to, combine

their studies/employment with family life and/or care responsibilities, CBS endeavours to find flexible work and study agreements wherever possible.

A number of part-time programmes are offered for students. The options offered to employees include part-time jobs, flexitime, staggered working hours and opportunities for mobile working. Applications for flexible working arrangements are submitted to the responsible Deans or Heads of Department and are submitted to the Executive Committee or the Management Board for decision.

8 Anti-discrimination and harassment

It is one of the essential values of CBS to treat people equally, to offer them the same opportunities, to welcome diversity, to promote inclusion and to recognise and counter unconscious prejudices.

As soon as students, lecturers or employees perceive inequality or discrimination, they can discuss this problem with different people at CBS. For this purpose, the Equal Opportunities Officer or the ombudspersons can be consulted, who can help, support, and mediate on request. All information will be treated in the strictest confidence by all those involved.

9 Regular, university-wide events

Regular events on the topics of equality and diversity are offered to students and employees, e.g:

- Reports on equality & diversity and the inclusion of these essential topics in the curriculum, in the form of lectures, projects, and workshops
- Within the framework of the Studium Generale, guest lecturers offer various events.
- Regular events are held on the topics of "Women in Leadership", "Women and Entrepreneurship" or "Part-time Leadership", amongst others.

10 Review and further development

CBS has committed itself to the continuous development of its equal opportunities concept. To this end, the processes at CBS are regularly reviewed and further developed in cooperation with university members and staff. The added value of diversity should not have to be propagated but should be taken as granted by all members and staff of the university.

11 Concluding remark

The equal opportunities guidelines described above cover the main objectives and related measures of CBS. In addition, comprehensive and important work is carried out at CBS on various organisational levels by committed students, employees, and other people. CBS would like to honour all these people whose dedication and commitment have contributed to creating an educational and working environment that takes equality, diversity, and inclusion into account.

Cologne, 03.02.2020

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President