

TERMS OF REFERENCE

Equality, Diversity & Inclusion (EDI) Committee

University of Warith Al-Anbiyaa — 2025

Document Reference	UOWA/EDI/TOR/2025
Version	1.0
Approved By	University President
Date Approved	2025
Review Cycle	Every two (2) years or as required
Related Documents	EDI Formation Decree, Anti-Discrimination Policy, Anti-Harassment Policy

1. Purpose

These Terms of Reference define the role, responsibilities, composition, and operating procedures of the Equality, Diversity and Inclusion (EDI) Committee at the University of Warith Al-Anbiyaa (UOWA). The Committee exists to ensure the University fulfils its legal, ethical, and institutional obligations to promote a campus environment characterised by fairness, respect, and equal opportunity for all.

2. Scope

These Terms of Reference apply to all activities of the EDI Committee and extend across all faculties, colleges, administrative departments, and campus facilities of UOWA. They cover relationships between staff, students, and visitors to the University.

3. Objectives

The EDI Committee shall pursue the following objectives:

- Foster a culture of respect, dignity, and inclusion across all areas of university life
- Ensure compliance with applicable Iraqi law and international human rights standards concerning non-discrimination
- Develop and review institutional policies on equality, diversity, anti-discrimination, and anti-harassment
- Provide leadership on EDI training and awareness programmes for staff and students
- Monitor trends in complaints, grievances, and incidents relating to discrimination or harassment
- Advise on EDI implications of institutional decisions, policies, and practices
- Engage with external accreditation and ranking bodies on EDI-related reporting requirements

4. Functions & Responsibilities

4.1 Policy & Governance

- Review and recommend approval of EDI-related policies at least every two years
- Ensure EDI considerations are integrated into institutional strategic planning
- Advise the University President and Academic Council on all EDI matters

4.2 Training & Awareness

- Oversee the design and delivery of mandatory annual EDI and sustainability awareness training
- Develop campaigns and events to promote EDI values across the university community
- Ensure new staff and students receive EDI orientation as part of induction

4.3 Complaints & Grievances

- Maintain a confidential mechanism for receiving and tracking EDI-related complaints
- Review patterns of complaints and recommend systemic remedies
- Ensure fair, consistent, and timely handling of all reported incidents

4.4 Monitoring & Reporting

- Collect and analyse data on diversity representation among staff and students
- Prepare and publish an Annual EDI Report
- Submit evidence of EDI activities for institutional accreditation and ranking submissions (including QS Sustainability Rankings)

5. Membership

The Committee shall include the following roles as established in the Formation Decree. Members shall be selected to ensure gender balance and representation across academic and professional staff, as well as students.

- Chairperson (EDI Officer) — appointed by the University President
- Deputy Chairperson
- Student Representative
- Human Resources Representative
- Academic Affairs Representative
- Legal / Compliance Representative
- Female Academic Staff Member

6. Chairperson Responsibilities

- Convene and chair all regular and extraordinary meetings of the Committee
- Set the agenda in consultation with the Deputy Chairperson
- Act as the primary liaison between the Committee and the University President
- Sign off on the Annual EDI Report and policy recommendations
- Represent UOWA in external EDI forums and reporting processes

7. Meetings & Quorum

The Committee shall meet at minimum four (4) times per academic year. Extraordinary sessions may be convened at any time by the Chairperson or at the request of the University President or a majority of members. A quorum shall be achieved when more than half of the current members are present. Decisions shall be made by simple majority; the Chairperson holds a casting vote in the event of a tie.

8. Minutes & Records

The Committee Secretary (designated by the Chairperson from among administrative staff) shall record minutes of all meetings. Minutes shall be distributed to members within ten (10) working days of each meeting and approved at the subsequent meeting. All records shall be retained for a minimum of five (5) years.

9. Accountability

The EDI Committee reports to the University President. The Annual EDI Report shall be presented to the Academic Council and made available on the UOWA website. The Committee may also be required to submit reports to external bodies as part of accreditation, quality assurance, or ranking processes.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed every two years or following any significant institutional change. Amendments require approval by the University President. The current version supersedes any prior EDI committee documentation.