

## Job Description of CBS Equal Opportunities Officer

The functional responsibilities and standards of practice of CBS' Equal Opportunities Officer are as follows:

CBS' Equal Opportunities Officer:

- is CBS' diversity and inclusion officer covering the areas of equal treatment and equal opportunities
- is CBS' independent and impartial watchdog who monitors the formulation and implementation of policies, initiatives and progress in the areas of equal treatment and equal opportunities
- brings equality and equal opportunities issues arising at CBS before CBS' President and/or CBS' Council for Diversity and Inclusion
- guides employees with allegations of discriminatory treatment and establishes contact with the formal CBS bodies that deal with cases of harassment and discrimination
- invites dialogue with staff and management with a view to identifying potential issues within equal treatment and equal opportunities
- gives early warning of inappropriate or undesired practices and makes recommendations to CBS' Senior Management.

The EOO represents neither employer nor employee and shall be guided only by the principles of equal treatment and equal opportunities. She or he does not treat formal cases, does not take part in investigations ("impartial"), and has no managerial or decision-making power.

The scope of the EOO's office covers employees and employers at CBS.

Students who experience unequal treatment, harassment or discrimination should turn to the office of the Study Administration.