| | GBS Policy Framework |
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| **Version** | 1.0 |
| **Approved by**<br>(approving body) | Board of Directors |
| **Policy lead**<br>(Staff member accountable) | Head of Governance |
| **Date of original approval** | January 2025 |
| **Date of last review** | n/a |
| **Changes made at the last review** | n/a |
| **Date effective from** | January 2025 |
| **Date of next review** | January 2026 |

**Related GBS policies**

**1. Policy Statement**

   1.1. To support effective decision making and to ensure that students, staff and other stakeholders understand how GBS works and their own roles as part of our community, our policies must be maintained as current, written with due regard to matters of equality and legal and regulatory compliance, and clearly signalled to all who need to access them. Well-developed and clear policies, readily available to

- **Finance policies** determine the financial sustainability and operations of GBS, including financial arrangements (non-pay) with staff and students (e.g. student fees).
- **Governance policies** ensure that the governance (including academic governance) of GBS is secure and sustainable.
- **Legal and regulatory policies** do not meet the criteria above but are required by legal and/or regulatory frameworks (e.g. Health and Safety, Freedom of Information).
- **Operational policies** ensure that the day-to-day activities of GBS are

withdrawal of policies on Moodle links to the GBS website and is automatically actioned when changes are made to relevant website content.

## 6.4 Communications team

The Communications team is responsible for disseminating information about the new or amended policy to relevant user/stakeholder groups.

## 6.5 Human Resources

Following

7.4 In drafting a new policy or substantially amending a current policy, the following questions should be considered:

- What is the scope of the policy (i.e. to which members of the GBS community does it apply)?
- Is there any conflict or overlap with or impact on any existing policy or procedure?
- Is there any conflict with or impact on regulatory requirements set by the Office for Students or other external bodies?
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| Policy | Approving body |
|---|---|
| Academic policies (including the Academic Regulations) | Academic Board (with the exception of the Admissions Policy which is approved by the Board of Directors) |
| Student-facing policies | Academic Board |
| HR policies | Finance and Resources Committee recommends to Board of Directors |
| Finance policies | Finance and Resources Committee recommends to Board of Directors |
| IT policies | Finance and Resources Committee recommends to Board of Directors |
| Governance policies | Board of Directors |
| Legal and regulatory policies | Board of Directors |
| Whistleblowing Policy | Audit and Risk Committee recommends to Board of Directors |
| Anti-Fraud and Anti-Bribery Policy | Audit and Risk Committee recommends to Board of Directors |
| Health and Safety Policy | Finance and Resources Committee recommends to Board of Directors |

14.2 A policy review schedule is maintained by the Governance team. In July of each year, Governance identifies which policies are due for review in the coming academic year and informs both the policy lead and the approving body. The policy lead is then responsible for ensuring that the review occurs, with outcomes reported

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**Annex: Guidance on writing an accessible policy**

**1 Template**

The GBS policy template must be used. Contact the Governance team for a copy - governance@globalbanking.ac.uk

**2 Keep language simple**

- Use clear and simple language. Simple language makes the document accessible to people with cognitive impairments and learning disabilities.
- Policies should be written in plain English, and concise, accessible, gender-neutral language should be adopted.
- Where you need to use technical terms, abbreviations or acronyms, explain what they mean the first time you use them.

**3 Keep the document structure simple**

- Keep sentences and paragraphs short.
- Avoid underlining, except for links.
- Avoid footnotes where possible. Provide explanations inline instead.
- Use Left alignment rather than Justified text. This ensures the spacing between words is even.
- Use 1.5 spacing between lines and leave at least one-line spaces between paragraphs.
- Use bold to emphasise items and avoid italics and underlining.

**4 Images and charts**

If you're using images or charts, think about how to make the content accessible to people with a visual impairment. Two options are:

- make the same point in the text of the document (so people with visual impairments get the information they need - the image or chart is there as an extra for people who are able to see it)
- for online publication of the policy, provide alternative text for any image or chart. Screen readers announce alternative text in place of images, helping users with visual or certain cognitive disabilities perceive the content and function of the images. If an image fails to load or the user has blocked images, the browser will present the alternative text visually in place of the image.