



معهد التدريب التقني والإداري ش.م.م

TECHNICAL AND ADMINISTRATIVE TRAINING INSTITUTE LLC

Equality and Diversity Policy

1. Purpose

Our equality and diversity policy sets out our commitment to equality and valuing diversity. We are committed to sustaining a positive and supportive working and learning environment where individuals are free from discrimination and harassment. Through our working practices we promote a culture of inclusion which means that apprentices will benefit from an outstanding learning experience, staff are equally valued and respected and all stakeholders are given equal opportunities.

2. Responsibilities

Our Managing Director is overall responsible for this policy; however, we recognise that all of our staff and stakeholders, which includes students and employers have a duty to support and uphold this policy. The Managing Director is responsible for overseeing the management and implementation of this policy. All managers are responsible for taking all reasonable steps to prevent discrimination and/or harassment at work and will take appropriate actions if it occurs.

3. Scope

Equality, diversity and inclusion are a requirement by law, our statutory duty is outlined within the Royal Decree 53 of 2023. This is an overarching policy on equality and diversity that applies across all areas of our organisation. As per the Royal Decree 53 of 2023 the protected characteristics are:

- Sex
- Origin
- Color,
- Language
- Religion
- Creed
- Social status
- Disability
- Pregnancy
- Childbirth, or nursing

There are a number of different types of discrimination under this legislation. These are:

Direct discrimination – where someone is treated less favourably than another person because of a protected characteristic.

Associative discrimination – this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.

Discrimination by perception – this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.

Indirect discrimination – this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.

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Harassment – this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.

Victimisation – this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

Our moral duty is to ensure individuals within our organisation are protected from inequality and harassment. TATI aim is to ensure a culture of inclusion is celebrated and a safe and equal environment delivers organisational, personal and stakeholder benefits.

4. Policy

Technical and Administrative Training Institute LLC (TATI) is committed to providing equality of opportunity and freedom from unlawful discrimination on the grounds of age, sex, disability, race (including colour, nationality, ethnic origin), religion or beliefs, pregnancy, maternity status and marital status.

We value others for their contribution, irrespective of personal differences, and strive to provide a supportive and inclusive learning and working environment where everyone feels that they are valued and can work to achieve their potential.

As an organisation, we oppose and avoid all forms of unlawful discrimination and are committed to creating and promoting an environment that is free of bullying, harassment, victimisation and unlawful discrimination, promotes dignity and respect for all, with individual differences and contributions being recognised and valued.

No applicant for a training scheme place with TATI- or any Learner, customer, client or member of staff – shall knowingly receive less favourable treatment on these grounds, nor will any other condition or requirement that cannot be justified disadvantage them.

Through our policy, we aim to support our staff, learners, and others we work with in the building services engineering sector to continually reappraise its methods, and to support equality, diversity and inclusion to ensure continued success of the sector. We will:

- actively oppose all forms of discrimination and unfair or discriminatory practice value and harness the diversity of our staff, partners, learners, employers, suppliers, partner organisations and local communities
- create an environment within which all individuals are treated with fairness and respect, and expect everyone associated with TATI to embrace our core value of Respect.
- tackle prejudice and promote understanding between different groups of people to create a harmonious and respectful workplace and learning environment.
- take proportionate positive action to encourage participation of under-represented groups in our workplace and apprenticeship programmes.
- embed the concept of Sultanate of Oman Values within our equality and diversity practices fully implement the Royal Decree 53 of 2023 and associated legislation to eliminate discrimination, harassment and victimisation.

This policy applies in our employment practices, and across all areas of our training provision.

5. Implementation

TATI will continually monitor equality and diversity through measures such as:

- teaching and learning observations

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- feedback from learners and staff by means of surveys or other measures of attitudes and opinions
- analysis of complaints and incidences
- inspection by quality assurance bodies

TATI is responsible for achieving the highest standards in teaching and learning and we recognise that access and inclusivity is essential to this aim. Learning resources will be free from racist, sexist and any other prejudiced assumptions, images and language and actively promote diversity. We would develop inclusive, personalise learning strategies to meet the needs of individual learners and to help them to achieve their full potential. In so doing we will take steps to develop staff in the best teaching and learning practice and to ensure that their best practice is promoted and shared.

TATI is responsible for ensuring that all employment policies and practices reflect the principles of equality. Breaches of the equality and diversity policy can be regarded as misconduct leading to disciplinary proceedings. TATI is committed to:

- creating an environment in which individual differences and the contributions of all our staff are recognised and valued
- a working environment that promotes dignity, fairness and respect to all
- intolerance of all forms of intimidation, bullying or harassment
- making training, development and progression opportunities available equitably
- understanding that equality in the workplace is good management practice and makes sound business sense
- regular review of our employment practices and procedures to ensure fairness

All staff

It is the responsibility of all staff to ensure that equality and diversity is at the heart of our functions and services. All staff have a responsibility to:

- challenge discriminatory incidents, reporting those of any quality nature through our procedures
- keep up to date with legislation and participate in training and learning opportunities
- reflect the values, principles and standards described in this policy in all our activities

6. Recruitment and induction

6.1 Recruitment

Our recruitment policy positively supports equality of opportunity. Our approach is to achieve a workforce that is representative of the diversity of the communities from which we recruit. All candidates' CVs for consideration will be anonymised to ensure fair and transparent recruitment. Our Managing Director will monitor the recruitment profile of all applicants for employment.

6.2 Induction

All staff will be provided with an organisational induction ensuring all have access to the equality and diversity policy and an understanding on how it is enforced. Staff training will be provided ensuring all have equal opportunity to continuous professional development.

7. Grievance and discipline

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All employees have a responsibility to ensure that their actions and words support this policy. Anyone found to be in breach of this, may be subject to disciplinary action. If any employee believes that they have been unfairly discriminated against, they should make a complaint using our grievance procedure.

Where students and or employers feel that they have been treated less favourably and not in accordance with this policy, they should report this in accordance with the guidelines set out in the complaints procedure.

8. Monitoring, review and evaluation

TATI will review this policy annually as part of its self-evaluation process and update it as necessary in response to learner feedback, changes in practice, guidance from regulatory authorities or awarding bodies, legislative amendments, and trends identified from previous equality and diversity matters.

The Managing Director will monitor and analyse data relating to enrolment, achievement, and withdrawal to compare trends and identify any gaps in performance between different groups. Where gaps are identified, the analysis will inform targeted areas for improvement, which will be addressed through the Quality Improvement Plan.

The Managing Director

SUHAIL SAAD BAHWAN



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