

POLICY & PROCEDURES

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OUR POLICY ON EQUALITY

Leader Training Centre committed to:

- Positive action to promote equality of opportunity and training.
- Regular monitoring of results of this commitment.

All employees, associates, consultants, students and applicants for either employment or training will be given equality of opportunity in respect of recruitment, training and assessment, and in promotion solely on their merits, abilities and potential, regardless of their racial origins, sex including gender re-assignment, disability, marital status and family circumstances, religious or political beliefs, socio-economic background or sexual orientation.

All other policies and practices associated with Leader Training Centre are applied with strict observance of this Equal Opportunities Policy and its philosophy. This also applies to training opportunities except in those cases where Leader Training Centre intends to take positive actions to provide special training for particularly disadvantaged or under-represented groups.

Employees are required to behave in a non-racist and non-sexist way towards the public, fellow employees, tutors, consultants, students and clients. Any breach of the policy may result in disciplinary action being taken.

LEADER TRAINING CENTRE EQUAL OPPORTUNITIES POLICY

Introduction

This policy provides guidance to staff and candidates on equal opportunities matters.

Review for revision

Equality Policy Document will be reviewed every year for any possible revisions keeping in view the past incidents. However, it's the Managing director's discretion to review it if the need arises.

Your Responsibilities as an employee.

We all have a responsibility as employees to ensure that the Leader Training Centre Equal Opportunities Policy is properly and fully implemented. All of us must examine critically our attitudes to people to ensure that no trace of unfair discrimination affects our judgments.

Staff.

Staff should ensure that they treat colleagues and candidates in a reasonable and non-discriminatory manner, and that they do not act in any way that might give rise to allegations of discrimination or harassment.

Managers.

Managers should treat all their staff fairly at all times and career opportunities should be based on individual merit, ability and potential and on no other criteria.

No-one.

No one should receive more or less favorable treatment than another unless justified on grounds of merit. It is every person's right to be treated with fairness and consideration at all times.

Discrimination

- In relation to sex and race it is recognized that discrimination can be both direct and indirect.
- Direct discrimination occurs when a person is treated less favorably than others (in the same or similar circumstances) on the grounds of race, sex, disability or other inappropriate grounds.
- Indirect discrimination can occur where a condition or requirement adversely affects one particular group considerably more than another and which cannot be justified in terms of the requirements for performing the job or task.
- In relation to disability, discrimination occurs if, for a reason which relates to a disabled persons disability, that person is treated less favorably than others to whom the reason does not apply and this treatment cannot be justified.

Harassment

- Harassment is a form of unfair discrimination. Harassment at work comprises a wider range of unacceptable and unwanted physical, verbal or non-verbal behavior that affects people's dignity. It may be experienced by anyone on a variety of grounds including race, sex, political and religious beliefs and disability. Sexual harassment is unlawful in Pakistan; within Leader Training Centre, harassment, for whatever reason, will not be tolerated and may lead to disciplinary action.

Victimization

- Leader Training Centre regards as a serious disciplinary matter proven acts of victimization in areas covered by this Equal Opportunities Policy. It is unlawful to victimize anyone who has sought exercise, or has assisted another to exercise, his or her rights under legislation concerned with preventing discrimination. Equally, Leader Training Centre will not tolerate the victimization of any member of staff who has brought a complaint, or assisted a colleague to bring a complaint.
- Action against Discrimination, Harassment or Victimization
- If you feel you are being harassed, unfairly discriminated against, or victimized by someone (regardless of their status) you should complain (either formally or informally) to either your immediate line manager or partner. You may email to info@leaders.qa to the Managing Director.

RESPONSIBILITIES AND AUTHORITIES

Centre Manager	Will check & Update on Equality Policy
Management	Ensure and Conduct Quaterly review meeting with Staffs on Welfare