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|  <p>الصاروج لخدمات السلامة AL SAROOJ SAFETY SERVICES</p> | <h2 style="text-align: center;">EQUAL TRAINING OPPORTUNITY</h2> | <p style="text-align: right;">Doc Number: SSS-EO-001 Ver/ Rev: 01/04 Date: 17/7/2025</p> |
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1.0 Purpose

AL Sarooj is committed to providing all students with equal benefits and opportunities to pursue their training and development. This policy and procedure is to be used by Al Sarooj to integrate access and equity principles and to treat fairly all students seeking to enroll into the AL Sarooj courses and all training and assessment activities it conducts.

The policy also provides the framework for the provision and management of training services that reflect fair and reasonable opportunity for all students, regardless of their diversity and allowing all individuals to freely participate in the learning environment without discrimination, harassment, bullying and vilification.

Another focus of the policy is to ensure that adjustments are made to assist students who have any disability, or other difficulties, so as to give them the opportunity to enroll and complete the course.

1.1 Scope

This policy and procedure apply to all Al Sarooj students, staff and training activities. The policy also relates to any support services offered by Al Sarooj to students and trainees. All staff and contractors employed or engaged by Al Sarooj are obliged to comply with this policy.

1.2 Definitions

Access and equity mean policies and approaches aimed at ensuring that Al Sarooj is responsive to the individual needs of students whose age, gender, cultural or ethnic background, disability, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Discrimination

Discrimination occurs when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

a) Direct Discrimination: Direct discrimination takes place when a person, organisation or group of persons is treated less fairly than others on the basis of stereotyped beliefs or views.

b) Indirect Discrimination: Indirect discrimination includes rules, practices or policies which appear to be non-discriminatory and equally applicable, but operate in such a way that certain groups of people are excluded without just cause.

1.3 Workplace Harassment

Harassment is any behaviour which is unwelcome, offends, humiliates or intimidates a person and causes the work environment to become unpleasant. If a person is being harassed then their ability to do their work is affected as they often become stressed and suffer health problems. Harassment may result from

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behaviour which is not intended to offend or harm, such as jokes or unwanted attention however, this does not mean that it is lawful.

1.4 Verbal Harassment

Examples of verbal harassment include, but are not limited to:

- a) Inordinate advances or propositions
- b) Lewd jokes or innuendos
- c) Racist comments or jokes
- d) Spreading rumours
- e) Comments or jokes about a person's disability, pregnancy, age or religion
- f) Repeated questions about one's personal life
- g) Belittling someone's work or contribution in a meeting
- h) Threats, insults or abuse
- i) Offensive obscene language
- j) Obscene telephone calls, unsolicited letters, faxes and emails

1.5 Non-verbal harassment

Examples of non-verbal harassment include, but are not limited to:

- a) Putting offensive material on notice boards, computer screen savers and emails
- b) Following someone home from work
- c) Standing very close to someone or unnecessarily leaning over them
- d) Mimicking someone with a disability
- e) Practical jokes that are unwelcome
- f) Ignoring someone, or being cold and distant to them
- g) Crude hand or body gestures

1.6 Physical Harassment

Examples of physical harassment include, but are not limited to:

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Hitting, pushing, shoving, spitting, or throwing objects at a person

2.0 Policy Statement

Al Sarooj is committed to providing quality training and assessment products and services in compliance with the applicable local and international regulations. Al Sarooj promotes, encourages and values equity and diversity with regard to students. Al Sarooj will ensure services offered are provided in a fair and equitable manner to all students, free from bias. Al Sarooj is committed to providing flexible learning and assessment options, allowing students alternatives which recognize the diversity of their individual needs and circumstances aiding them in their learning goals.

Al Sarooj will ensure:

- a) all training and assessment policies and procedures incorporate access and equity principles;
- b) all learners have equitable access to the benefits of training and assessment irrespective of their gender, age, race, religion, culture, linguistic background, marital status, geographic location, socio-economic background, disability, family responsibility or political conviction;
- c) all nominations and enrolments into training courses and programs will be conducted at all times in an ethical and responsible manner, ensuring fairness and compliance with Equal Opportunity legislation; and
- d) all learners/students have equitable access to training resources, facilities, equipment, support services, information, training and assessment personnel, materials, assessment opportunities, training opportunities.

Areas of access and equity can include policies and approaches aimed at ensuring that Al Sarooj is responsive to the individual needs of students whose age, gender, cultural or ethnic background, disability, language skills, literacy or numeracy level, unemployment, imprisonment, marital status, or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Al Sarooj will ensure that disadvantaged groups are treated fairly and adjustments are made, where necessary, to be able to participate in the services provided by Al Sarooj. Disadvantaged groups include:

- a. People with a disability
- b. Women
- c. People from non-English speaking backgrounds
- d. People in rural and remote areas
- e. Long term unemployed

Al Sarooj will apply the following Access and Equity principles:

1. Equity for all students, and potential students, through the fair and appropriate allocation of resources
2. Equality of opportunity for all students, and potential students, without discrimination
3. Access for all students, and potential students, to appropriate quality training and assessment services

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4. Increased opportunity for students, and potential students, to participate in training

Equity does not mean treating all students, and potential students, in the same way; but, means ensuring that all groups of people, who wish to become students of Al Sarooj, participate and benefit to the same level in respect to entering and participating in a course.

This policy acknowledges Al Sarooj's legal obligations in relation to Access and Equity under relevant legislation, to ensure that the organisation's working and training practices are fair and equitable, and the working and learning environment is non-discriminatory

2.1 Policy

Access and equity

The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behavior. All students will receive fair and equitable treatment in all aspects of training without regard to political affiliation, race, colour, religion, national origin, gender, marital status or physical behavior. The treatment will include the decisions made in respect to selecting a person to be a student of Al Sarooj, and in the training and assessing of all students.

A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students. This could be a consideration that would be taken into account, for example, where a placement was a compulsory component of the course.

All trainers/assessors are responsible to observe and be advocates for the policy.

The Training manager will ensure that all staff are aware and understand the policy.

All policies and procedures of Al Sarooj will be consistent with the principles and aims of this policy.

Any breach of this policy MUST be reported to the Training manager.

2.2 Procedure

This policy and accompanying procedures outline the reasonable adjustments and facilities, services and academic learning/training support that will be provided to students/trainees in the following areas.

To ensure that the learning environment of Al Sarooj is free from harassment, discrimination and victimization, Al Sarooj will ensure:

- That staff and students/trainees are made aware of access and equity as part of orientation, Pre-training interview or induction;
- Adherence to privacy and confidentiality requirements;

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- The development of products, policies, systems and procedures are informed by access and equity principles;
- Al Sarooj has policies and procedures in place that support the principles of access and equity;
- Continuous improvement and review of policies and procedures to meet legislative changes and student feedback.

Al Sarooj will not accept any form of discrimination and we will apply the following principles in support of access and equity.

2.3 Access and Equity Principles

- a) Al Sarooj abides by access and equity principles.
- b) Al Sarooj will respect a student's right to privacy, confidentiality and be sensitive to student needs.
- c) Al Sarooj provides equal opportunity for all learners and is responsive to the individual needs of students whose gender, pregnancy, race, marital status, age, family/career responsibilities, disability, transgender, political conviction, cultural or ethnic background, linguistic background, religious belief, geographic location, socio-economic background, employment/unemployment, imprisonment may present a barrier to access, participation and achievement of suitable outcomes.
- d) At enrolment, students will be asked to identify personal needs or circumstances that may exist and for which they may require additional support.
- e) Al Sarooj will ensure that all staff, employees, and contractors have access to the information and support needed to prevent discrimination, unwanted physical advances harassment, bullying and violence, victimization, and vilification or to deal with it appropriately if it occurs.
- f) Al Sarooj seeks to create a learning environment where all students are respected and can develop their full potential.
- g) All students are given fair and reasonable opportunity to attend and complete training.
- h) All staff and contractors are given fair and reasonable opportunity to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities.
- i) Deficiencies will be investigated to determine whether a breach or policy deficiency exists. Should a discrepancy be proven, the impact of that breach or deficiency will be identified along with how the policy should be amended to eliminate the breach or deficiency in the future.
- j) All perceived deficiencies in the Access and Equity Policy are to be documented, assessed and reviewed by the Training Manager.
- k) Al Sarooj will demonstrate its commitment by:

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- i. Selecting students according to a fair and non-discriminatory process;
- ii. Making its training relevant for a diverse student population;
- iii. Providing suitable access to facilities and resources;
- iv. Providing appropriate support services;
- v. Providing appropriate complaints procedures;
- vi. Consulting with relevant industry groups;
- vii. Raising staff, contractor and student awareness of equity issues.

Revision And Approval

| Rev. | Date | Nature of Changes | Approved By |
|------|---------------------------|--|-------------|
| 00 | 07, January 2018 | Original issue. | MD |
| 01 | 01, April 2020 | Review and amendment | MD |
| 02 | 4 th July 2024 | Removed clauses that are not in norm with local/culture law | MD |
| 03 | 23, Feb 2025 | Revised and updated, next revision date added | MD |
| 04 | 17, July 2025 | Revised and updated, terms not in line with national norm/culture removed. | MD |

Next review: 2026



Dr Dawood Al Mahrizi

MD