



TEC TRAINING (GB) LTD
COMPANY POLICIES MANUAL

EQUAL OPPORTUNITIES POLICY

REVISION RECORD

Issue:	Date:	Comments:
1	Sept 2014	1st issue
2	Sept 2016	2 nd Issue no significant changes
3	Sept 2017	Annual Review
4	Sept 2018	Following annual review
5	Sept 2019	internal audit
6	Sept 2020	Following annual review – changes in bold
7	Sept 2021	Following annual review – changes in bold

APPROVAL AND AUTHORISATION

Prepared by		Reviewed and signed of by
David Eve HSQE Advisor		Anwar Gorji Managing Director
		



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Introduction

The policy, which Tec Training and all its subsidiaries adopt, is one whereby equal opportunity in all aspects of training, education and employment, is realised for all persons regardless of age, culture, race, religion, marital status, gender, sexual orientation, disability or political persuasion. Every person has in all dealings with others to be seen treated and recognised on their individual merits without prejudice. We are fully committed to the active promotion of equal opportunity in the provision of all our services.

We undertake to allocate resources to ensure that our staff are properly trained to be aware of their responsibilities in this area and that no individual or group of individuals are ever discriminated against as this unlawful. We will actively promote our equal opportunities policy.

Training Provision

We ensure that we seek to create an atmosphere in which no trainee suffers unfair discrimination. Every trainee will be allowed the opportunity to participate in all activities and where that activity may not be suitable for their attributes they will be offered training to allow them the chance to take part should they want to.

All trainees will receive instruction to ensure from the first day that they are aware of the equal opportunities policy but that it shall be on going to ensure that it is seen to be actively promoted and encouraged. Trainees are made aware of the channels to follow for complaint.

Staff

Tec Training will ensure that personnel policies and practice comply with the principle of equal opportunities.

Special Educational Needs and Disabilities

As a company we will ensure commitment to equal opportunities for people with special educational needs and disabilities.

Marketing

Any marketing targeted towards fulfilling requirements will encourage all individuals to apply and participate regardless of age, culture, race, religion, marital status, gender, sexual orientation or disability.

Implementation

This policy has the active support of company management and supervisors. Overall responsibility for implementation rests with the directors. The policy is clearly stated



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and made known to all persons concerned. This policy will be reviewed periodically for its effectiveness.

Dyslexic people will be encouraged to talk about their problem and to feel confident about discussing any difficulties that may arise. As 10% of the workforce may be dyslexic, a vast amount of talent may be going to waste. Adjustments for dyslexic people can be simple and inexpensive; they may also benefit other employees. A willingness to be flexible is the most important thing.

If a difficulty is highlighted, then you must inform the Internal Verifier / Coordinator / Manager who will decide the next course of action. It may be to get the individual one to one support or Basic Skills Training or even arrange a more comprehensive diagnosis.

Some useful contacts for dyslexic

The British Dyslexic Association
98 London Road
Reading
RG1 5AU
Tel: 0118 966 2677 Fax: 0118 935 1927
Email: helpline@bda
Web: www.bda-dyslexic.org.uk

Signed by,

A handwritten signature in black ink, appearing to be 'A. Q.', written over a horizontal line.

Managing Director

Dated 01.09.19