

EAST BRIDGE TRAINING (EBT)

EQUAL OPPORTUNITIES POLICY

Policy Reference: EBT-POL-EO-009

Version: 1.0

Policy Created: September 2025

Effective Date: 11 September 2025

Review Date: 11 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of this Equal Opportunities Policy is to ensure that East Bridge Training (EBT) provides an inclusive, fair, and non-discriminatory learning and working environment for all learners, staff, and stakeholders.

This policy supports:

- KHDA Vocational Standards **A3.4(c)** and **A3.2**
- UAE Federal Anti-Discrimination and Anti-Hate Law (Federal Decree Law No. 2 of 2015)
- Executive Council Resolution No. 30 of 2021
- Awarding-body requirements related to equality, diversity, and inclusion
- Inclusive access to vocational qualifications regardless of background

EBT promotes equality in admissions, teaching, assessment, staffing, and all operational processes.

2. Scope

This policy applies to:

Learners

All individuals enrolled in EBT's KHDA-approved vocational qualifications.

Staff

- Trainers
- Assessors

- Internal Verifiers
- Academic Support
- Administrative and management staff

Stakeholders

Visitors, external verifiers, awarding-body representatives, partners, and service providers.

3. Policy Statement

EBT is committed to:

- Providing equal opportunity for all learners and staff
- Eliminating discrimination, bias, harassment, and victimisation
- Ensuring equal access to learning, assessment, and support services
- Creating an inclusive educational environment accessible to people of determination
- Ensuring marketing, admissions, assessment, and certification decisions are fair and free from prejudice
- Ensuring compliance with KHDA, UAE laws, and awarding-body equality frameworks

EBT does not tolerate any form of discrimination on the basis of:

- Gender
- Age
- Nationality
- Race or ethnicity
- Religion or belief
- Disability or special needs
- Language
- Socio-economic status
- Marital status

- Pregnancy or maternity
 - Political opinion
 - Any other protected characteristic under UAE law
-

4. Principles of Equal Opportunity

EBT ensures:

4.1 Fair Admissions

Admission decisions are made solely based on eligibility, not personal characteristics (KHDA A1.7 and A3.4).

4.2 Inclusive Learning Environment

Training facilities and online platforms accommodate diverse learners (KHDA A2.3, B3.11).

4.3 Fair Assessment

Assessment decisions are free from bias and discriminatory practices.

4.4 Accessible Information

Course details, policies, and learner guidelines are provided clearly and accessible to all (KHDA A3.2).

4.5 Non-Discriminatory Conduct

All members of EBT's community are expected to treat one another with dignity and respect.

4.6 Reasonable Adjustments

Support is provided for learners with disabilities or documented needs.

5. Discrimination, Harassment & Victimisation

EBT prohibits all forms of:

5.1 Direct Discrimination

Treating a person less favourably due to a protected characteristic.

5.2 Indirect Discrimination

Applying a requirement or rule that disproportionately affects certain groups.

5.3 Harassment

Unwanted verbal or physical behaviour that violates dignity.

5.4 Victimisation

Retaliation against anyone who reports discrimination or participates in an investigation.

5.5 Bullying or Intimidation

Any behaviour that undermines, humiliates, or threatens another person.

All cases are taken seriously and investigated promptly.

6. Accessibility & Support

EBT ensures that:

- Learners with disabilities or learning needs receive tailored support
 - Reasonable adjustments are applied to teaching, assessment, and facilities
 - Additional time, modified materials, or assistive technology are provided when appropriate
 - Staff are trained to support inclusive education
-

7. Equal Opportunities in Assessment

To comply with KHDA Standards **B3.11** and **B3.10**, EBT ensures:

- Assessment decisions are based solely on evidence
 - No learner is disadvantaged due to language, disability, or background
 - Internal Verification checks for consistent and fair assessor decisions
 - Appeals may be raised through the EBT Appeals & Grievances/Complaints Policy
-

8. Equal Opportunities in Staffing

Following KHDA **A2.14**:

- Hiring decisions are based solely on qualifications and experience
 - Staff are selected without discrimination
 - All staff undergo equal opportunity awareness training
 - Staff performance reviews are fair and transparent
 - Conflicts of interest are avoided and managed
-

9. Marketing & Communications

Aligned with KHDA **A1.11**:

- All marketing material is accurate, inclusive, and nondiscriminatory
 - No misleading claims or biased language
 - Diverse imagery and representation are used to reflect inclusivity
-

10. Complaints & Reporting Procedures

Any learner or staff member who experiences discrimination may:

- Report directly to the Academic Head
- Submit a written complaint using the Formal Complaint Form
- Raise the concern confidentially to the Director
- Use the EBT Appeals & Grievances/Complaints Policy

EBT ensures:

- No retaliation
 - Full confidentiality
 - Impartial investigation
 - Resolution within appropriate timelines
-

11. Staff Responsibilities

All staff must:

- Promote equality and inclusion
- Identify and report discriminatory behaviour
- Encourage respectful interactions
- Apply EBT policies consistently
- Attend training on equal opportunities and inclusive education

Failure to follow this policy may result in disciplinary action.

12. Monitoring & Quality Assurance

In alignment with KHDA **A4**, EBT will:

- Review equality practices annually
 - Analyse learner data (success rates, completion, progression)
 - Conduct surveys to gather feedback from learners and staff
 - Implement actions to improve inclusivity
 - Ensure equal opportunity is embedded in internal verification processes
-

13. Data Protection

All reporting and investigation processes comply with the **EBT Data Protection Policy** and KHDA A2.10.

Information is kept confidential and stored securely.

14. Roles & Responsibilities

Director

Responsible for overall policy implementation and KHDA compliance.

Academic Head

Ensures equal opportunities across learner support and assessment.

Quality Nominee

Monitors adherence within training delivery and quality systems.

Trainers & Assessors

Deliver inclusive sessions and ensure fair assessment practices.

Administrative Staff

Provide equal access to admissions, guidance, and support processes.

Learners

Treat all individuals with respect and report any discrimination.

15. Policy Review

This policy is reviewed annually in accordance with EBT's Quality Assurance Framework and KHDA requirements.

Next review due: **11 September 2026**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Signature: Shivanjan Chakraborty

Date: 11 September 2025