



## Equality and Diversity Policy

### Our aims and objectives

Tyba for Training and HSE Consultancy is committed to providing an environment free from discrimination, bullying, harassment or victimisation where staff, learners and partners are treated with respect and dignity. We aim to create and support a culture of diversity and inclusion amongst all; providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

### The Equality Act (2010) and Egyptian labour law n°12 of 2003

Under provisions of the Act and Labour law, Tyba for Training and HSE Consultancy has a single equality duty to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Establish sufficient information to illustrate our compliance with the general equality duties across all of our functions.
- Prepare and publish objectives to demonstrate how we meet one or more of our general equalities' aims

We are committed to providing equality of opportunity for all, irrespective of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex, sexual orientation, ethnicity (including race, colour, nationality).

## Our Vision for Equality

“Helping people grow ...” the statement which underpins our vision for Equality and Diversity; we want to achieve excellence through inclusion.

Both staff and learners must be able to develop in an atmosphere of positivity, reciprocity and support.

By “helping people grow” we will perpetuate good practice and create a motivated and diverse workforce able to contribute to the demands of the ever-changing globalised economy.

## Every Learner Matters

We are committed through our continuing interactions with our learners to support everyone to achieve the goals of:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

All staff, whether part-time, full-time or temporary will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All staff will be helped and encouraged to reach their full potential, and everyone will be encouraged to use their talents and abilities to contribute to the success of the company.

## Our Commitment:

- To create an environment in which individual differences and the contributions of all our staff and learners are recognised and valued.
- Every team member and customers is entitled to work and learn in an environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, progression and development opportunities are available to all
- Equality and diversity in the workplace are good management practice and makes good business sense.

- Breaches of our equality policies will be treated as misconduct and may lead to disciplinary procedures.
- This policy will be monitored and evaluated annually.

### Equal Pay

The Egyptian labour law n°12 of 2003 prohibits discrimination in wages on the basis of sex, origin, language, religion or creed. So that Tyba for Training and HSE Consultancy actively works towards achieving our policy of equal pay based upon formalised pay scales encompassing qualifications and experience, seniority and range of duties. All pay awards are fairly assessed and based upon performance data.

### Provision of Services

In accordance with the Equality Act 2010 and Egyptian labour law n°12 of 2003

- Tyba for Training and HSE Consultancy staff will not discriminate directly or indirectly or harass customers or clients in relation to any protected characteristic they may have, apparent or perceived; nor will we unfairly treat an associate of anyone with an apparent or perceived characteristic.
- Reasonable adjustments will be made for staff, learners and customers who may be experiencing barriers due to disability.
- The recruitment, retention and achievement of learners will be monitored by their Protected Characteristics, where possible, to determine trends and enable the provision of focussed support where it may be needed to ensure success
- Inclusive access to learning will be afforded to each potential learner by providing initial assessment and enabling learners to access personal support.
- All forms of bullying and harassment will be challenged by staff who will support learners, employers and customers to counter and prevent further occurrence

### Safeguarding our Staff and Learners

We work with learners both individually and in groups, some of whom may come from vulnerable groups, all of whom vary in age and background; at Tyba for Training and HSE Consultancy we work to ensure that each learner is treated fairly by staff and other learners.

We deplore acts of harassment, bullying and victimisation and will not tolerate them in any form whether these are a primary (obvious and visible) or secondary (less obvious and less visible), physical or electronic.

We aim to protect our learners by raising awareness of the impact of such acts on victims and the effects on society.

We make it easy for learners, staff and other colleagues to report incidents of harassment, bullying, victimisation and unfair treatment. We always conduct fair and unbiased investigations into complaints.

Our staff are subject to a Disclosure and Barring System (DBS) check to work with children and vulnerable adults to meet the requirement of the Safeguarding Vulnerable Groups Act (2006) and Egyptian labour law n°12 of 2003.

Tyba for Training and HSE Consultancy also has procedures for ensuring that our staff remain aware and conscious of their own safety and possible vulnerability in certain situations; our Lone-Working Policy supports staff to estimate risk and ensure safety.

### Applicants with Disabilities

we welcome applications from disabled people and those with specific learning difficulties. We encourage existing applicants to declare a disability or specific learning difficulty either on application or any time thereafter in order that they can be made aware of possible entitlements and the support that is available to assist them to achieve their potential.

### Reasonable Adjustments

Tyba for Training and HSE Consultancy are required to make reasonable adjustments when a disabled applicant or member of staff may be placed at a substantial disadvantage. Examples of reasonable adjustments for applicants include making appropriate arrangements in such activities as:

- teaching, including classes, lectures, practical sessions.
- examinations and assessments
- field trips and outings

Adjustments may include specific examination arrangements, provision of additional support for learning, adjustments to assessment practices, and specific access issues such as the use of guide dogs.

Similarly, there is an obligation to make reasonable adjustments for disabled employees or potential employees to ensure that they are not disadvantaged. Adjustments may include:

- reallocation of duties
- altering working hours
- changing work location
- modifying equipment e.g. providing an adapted keyboard or telephone • consideration of other roles
- Consideration should also be made for those employees associated with persons with a disability.
- Tyba for Training and HSE Consultancy via Managed Services H&S Manager also has the facility to conduct workplace assessments to identify if specific equipment or reasonable adjustments are required.

## Types of Discrimination

### Direct Discrimination

This occurs when someone is treated less favourably than another person because of a protected characteristic.

### Associative Discrimination

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic (for example a mother of a disabled child).

### Perceptive Discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

### Indirect Discrimination

Indirect discrimination can occur when an employer has a condition, rule or policy or a practice in the company that applies to everyone but which particularly disadvantages

people who share a protected characteristic. Indirect discrimination can be justified if employers can show they acted reasonably in managing their business.

### Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual". Employees will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment because of perception and association.

### Third Party Harassment

The Equality Act makes employers potentially liable for the harassment of their employees by people (third parties) who are not employees of the company, such as customers or clients. Employers will only be liable when harassment has occurred on at least two previous occasions, and they were aware that it has taken place but did not take reasonable steps to prevent it happening again.

### Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint. There is no longer a need to compare treatment of a complainant with that of a person who has not made or supported a complaint under the Act.

### Failure to make reasonable adjustment.

The duty to make reasonable adjustments comprises three requirements for service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage
- Where a physical feature puts disabled; people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt

a reasonable alternative method of providing the service or exercising the function

- Where not providing an auxiliary aid puts disabled people at a substantial disadvantage compared with people who are not disabled, Tyba for Training and HSE Consultancy will provide that auxiliary aid.

The Director of Tyba for Training and HSE Consultancy is charged with responsibility for:

- Raising awareness of Equality and Diversity issues and developments throughout Tyba for Training and HSE Consultancy and our business partners
- Ensuring the implementation of this policy and that progress is being made towards the attainment of its aims in the terms of the Equalities.
- Review Equality and Diversity materials used by learners and trainers and regularly review content.
- Review Equality and Diversity Impact assessment in respect of new procedures and policies
- Gather and analyse data on specific incidents of breaches of Equality and Diversity Policy and provide guidance to resolve situations.
- Monitor applications, achievement and retention of learners by ethnicity, disability, gender and age.
- Report results of analyses to Senior Management

## Monitoring

Tyba for Training and HSE Consultancy encourages staff and applicants to declare any disability either at application, appointment or during employment/study in order that the Tyba for Training and HSE Consultancy can understand what the potential requirements and needs of staff and applicants with disabilities may be and in order to fulfil the anticipatory duty. Unless the Tyba for Training and HSE Consultancy is aware of a disability it is difficult to consider what support or adjustments may be required.

## Confidentiality

All information given to Tyba for Training and HSE Consultancy by disabled staff and students will be treated with respect and confidence and in accordance with Data Protection legislation. A disabled student or member of staff may volunteer a disability and ask that the information is kept confidential. The responsibility of the staff

member informed is to ensure that the disabled person is aware that this is likely to have an effect on any reasonable adjustments which may be required and to document this.

### Impact Assessment

Tyba for Training and HSE Consultancy recognises its responsibility to ensure that no-one is discriminated against or disadvantaged, through membership of any particular group, or on the grounds of age, disability, gender, race, religion, or sexual orientation.

The Disability Policy has been assessed as being of high relevance to our duties under the Equality Act 2010 and the Tyba for Training and HSE Consultancy will review its impact on disability equality and diversity, identify any inequalities by annual monitoring, and will take action where necessary.

Wael Tyba

February 20, 2022