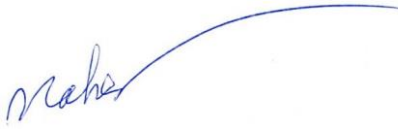


DOCUMENT TITLE	Equal Opportunity Policy	DOCUMENT Ref. GLTI/PO/QA -09
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PURPOSE

GLTI aims to provide a welcoming, supportive, and emotionally and physically secure learning and Training environment for every member of the institute community.

GLTI recognizes and promotes human rights, and values the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experience of the whole institute community.

Our commitment

GLTI aims to create an inclusive institute culture that fosters acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote student and staff wellbeing and help everyone achieve their full potential. This institute is enriched by and celebrates the diversity of our whole institute community.

That is why discrimination, harassment, vilification, bullying and victimisation will not be tolerated at GLTI / under any circumstances.

GLTI is committed to ensuring that the working environment is free from discrimination, harassment, bullying, vilification and victimisation.

This institute acknowledges that in society some people are treated unfairly or unfavorably because of irrelevant personal characteristics such as their sex or race.

GLTI stands against discrimination against anyone, including students and institute staff, because of their actual or assumed:

- age
- breastfeeding
- career status
- disability/impairment
- industrial activity
- marital status
- parental status
- physical features
- political belief or activity

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- pregnancy
 - race
 - religious belief or activity
 - sex
 - personal association with someone who has, or is assumed to have, one of these personal characteristics.

No member of the institute community will be treated less favorably because they possess any of these personal characteristics nor will such characteristics affect access to benefits and services GLTI provides.

On behalf of the whole institute community, the principal, the institute board of directors, the parent association and the student representative support this policy, and the human rights principles and practice of equal opportunity, inclusion and respect for diversity that it articulates.

Discrimination is unacceptable at GLTI

Discrimination may be direct or indirect – both are against the law.

Direct discrimination means treating someone unfairly or less favorably because of one of the personal characteristics listed above or because of their association with someone identified with one of those characteristics.

Indirect discrimination happens when a rule, policy or requirement unnecessarily or unreasonably disadvantages a person or group of people because of a protected personal characteristic they share.

Harassment is unacceptable at GLTI

Harassment is behavior (through words or actions) based on the personal characteristics listed above that are unwanted, unasked for, unreturned and likely to make institute an unfriendly or uncomfortable place by:

- humiliating (putting someone down)
- seriously embarrassing
- offending (hurting someone's feelings) or
- intimidating (threatening someone so they behave in a certain way).

Sexual harassment is an unwelcome sexual advance; request for sex or any other sexual behavior that a reasonable person would know or expect would offend, humiliate, seriously embarrass or humiliate another.

Racial and religious vilification is unacceptable at GLTI

Vilification is behavior (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief. Examples: public threats of harm, encouraging others to hate someone because of their religion, racist statements made in a public meeting, racist graffiti

Bullying is unacceptable at GLTI

Bullying is unreasonable behavior that is intimidating, threatening or humiliating and repeated over time or occurring as part of a pattern of behaviour. Bullying can be physical, verbal or indirect, and creates an unfriendly, threatening or offensive environment.

Victimizing someone who makes an EO complaint is unacceptable at GLTI

Victimization means treating someone unfairly or otherwise disadvantaging them because they have made an EO complaint or might do so in the future.

[GLTI] will take action to prevent discrimination, harassment, vilification, bullying and victimisation and to promote a safe and inclusive institute.

[GLTI] will take immediate and appropriate action to address and resolve EO issues and complaints.

[GLTI] will take action to promote human rights both in terms of institute policy and practice and within its educational activities and culture.

Who and what this policy covers

This policy covers the whole institute community, including staff, students, parents, institute board members, contractors and volunteers.

This policy applies to:

- education (teaching and learning, enrolment, student management, student services, curriculum development and delivery)
- the provision of goods and services (extracurricular activities, camps, parent–teacher interviews, access to facilities)
- employment at the institute (recruitment, allocation of duties, employment conditions, access to benefits such as training, promotion and leave).

Policy framework and relevant information

GLTI EO policy is one component of the Department's broader policy framework for the promotion of safe and inclusive institutes and protection of human rights.

Other relevant policy may include:

- Complaint Resolution Procedures
- Health, Safety and Environment
- Institute codes of conduct

Beside any relevant Department policies.....

Rights and Responsibilities

Under this policy, every member of GLTI has the right to learn and work in a safe and inclusive environment free of discrimination, harassment, bullying, vilification and victimization. Along with this right comes the responsibility to respect and promote human rights and responsibilities by behaving according to this policy.

The principal of GLTI is accountable for implementation of this policy.

The principal of GLTI may appoint an EO and Anti-Harassment Co-coordinator to support implementation of this policy.

This policy will be reviewed regularly by [Mr. Maher Al Obied the principal of Institute Council] and ratified by the institute council.

Complaints procedures

The [GLTI] encourages all members of the institute community to attempt to resolve complaints and concerns through the institute.

All complaints will be treated confidentially, fairly and consistently, and resolved as speedily as possible.

Any member of the institute community who raises an issue of discrimination, harassment, bullying or vilification in good faith will not be victimized or otherwise unfairly treated or disadvantaged. All complaints of victimization will be taken seriously, investigated and acted upon as quickly as possible.

Every student and staff member at GLTI should feel welcome, supported and emotionally and physically secure at institute. The wellbeing of all students and staff is a priority for GLTI. We understand that you cannot achieve your potential if someone is treating you unfairly, discriminating against you, vilifying, harassing or victimizing you.

Complaints procedures exist to provide an avenue to address unacceptable behavior. Complaints procedures are designed to explain what to do if you believe you have been discriminated against, harassed, sexually harassed, bullied, vilified or victimized as explained earlier in this policy and your complaint is about your education or employment at GLTI or goods, services or sport provided by GLTI

If you are a member of staff:

Please refer to the Department's Guidelines for Managing Complaints, Unsatisfactory Performance and Misconduct guidelines.

If you are a parent or guardian:

Please refer to Parent Complaints guidelines.

If you are a student:

You have the right to be part of a safe and inclusive institute that is free of discrimination, harassment, sexual harassment, bullying, vilification and victimization. This includes treating you unfairly, excluding you or making you feel bad because of you:

- sex
- race
- physical features
- religious belief or activity
- career status
- disability/impairment
- lawful sexual activity
- political belief or activity
- pregnancy
- personal association with someone who has, or is assumed to have, one of these personal characteristics.

If you believe someone is discriminating, harassing, bullying, vilifying or victimizing you and it is safe for you to do so, tell the other person to stop their behavior. Let them know that their behavior offends you. They may not realize this.

If the behavior doesn't stop or you are not sure what to do, report it to a trusted adult, such as a tutor, or your department head. Remember, you are not alone. If you have a problem or complaint, talking to someone can help.

GLTI will treat all reports of misconduct fairly, confidentially and quickly. Only people directly involved in the issue or complaint will be told about it. Each complaint will be investigated to work out whether it is more likely the behavior happened than not and, if so, how serious it is. Appropriate action to resolve the problem will be taken.

The principal (or someone else they appoint) has responsibility for investigating complaints of discrimination, harassment, bullying, vilification and victimization.

Consequences: If proven, the consequences of such behavior may include counseling, the removal of privileges; a parental interview, suspension or expulsion. GLTI will arrange counseling and support, where appropriate or where requested, for any student who has experienced bullying or harassment. Counseling may also be provided for a person who has bullied or harassed another.

GLTI will monitor how the complaint was resolved and the wellbeing of those involved. Further action will be taken if the problem behavior continues.

GLTI encourages all members of the institute community to attempt to resolve complaints and concerns through the institute if possible. It is also your right to seek help from outside the institute. For example, you can contact the Government Departments, or Oman Human Rights Commission for information or advice, or to make a complaint.

Right to appeal/review

If you are unhappy with the decision about your complaint, you may seek a review of the decision in accordance with departmental procedures.

Where to obtain help and advice

- Institute complaints contact(s)
- OHRC contact details
- Institute Council contacts
- Student contacts

Communication, Training and CPD:

This policy shall be communicated to all GLTI employees and students. It shall be part of the new employee induction and training.

As a part of continuous improvement process of GLTI business conduct, all GLTI policies are subject for annual revision basis and changes in policies are made part of employees Continuous Professional Development.