



Equal Treatment Policy

Policy Overview

PRT-Training is committed to create an environment which is sensitive to and maximises individual differences, where everyone has a fair chance to succeed.

PRT-Training is committed to being a fair and inclusive employer. To achieve, this we have policies and procedures to ensure that our employees understand and carry out what is expected of them.

As an Equal Opportunities Employer, no worker or potential worker is treated less favourably on the grounds of their disability, race, colour, religion or belief, nationality, ethnic origin, sex, sexual orientation, gender re-assignment, pregnancy, age, marital or civil partner status, employment status (including the fact that they may be a part-time or fixed term worker) or membership or non-membership of a trade union. No one is disadvantaged by any condition of employment or company requirement that is not necessary for operational reasons.

PRT-Training shall at all times strive to work within legislative requirements as well as promote best practices.

This policy applies to all of PRT-Training's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants and to individuals such as agency staff and consultants who work at PRT-Training (collectively "workers").

PRT-Training recognises that all workers have a right to work in an environment in which the dignity of all is respected and which is free from harassment and bullying. It is committed to preventing and eliminating intimidation in any form.

Scope of the Policy

This policy covers all aspects of employment and engagement with PRT-Training, including:

- Harassment and Bullying
- Recruitment and selection
- Terms and conditions of employment
- Training, development, and promotion
- Performance management
- Disciplinary and grievance procedures
- Termination of employment
- Conduct during training delivery and client interactions

It applies to all workers, regardless of employment status (permanent, temporary, freelance, or agency).

Terms and Conditions of Employment

PRT-TRAINING ensures that:

- All employees receive fair and equal access to contractual benefits.
- Pay, working hours, leave entitlements, and other conditions are applied consistently.
- Adjustments are made where reasonable to support workers with disabilities or specific needs.

No employee will receive less favourable treatment based on protected characteristics under the Equality Act 2010.

Recruitment and Selection

We are committed to a recruitment process that is:

- Fair, transparent, and based solely on merit
- Free from bias, discrimination, or inappropriate criteria
- Accessible to applicants with disabilities or additional needs

Shortlisting, interviewing, and selection decisions will be based on objective job related criteria.

Training and Development

PRT-TRAINING ensures equal access to:

- Professional development
- Mandatory training
- Skills enhancement opportunities

We will not exclude individuals from training on discriminatory grounds and will make reasonable adjustments to support participation.

Performance

Performance management will be:

- Objective, consistent, and evidence based
- Free from bias or discriminatory assumptions
- Focused on behaviours, outcomes, and role expectations

Employees will be supported to meet performance standards through fair and constructive feedback.

Disciplinary and Grievance

All disciplinary and grievance matters will be handled:

- Fairly and consistently
- In line with PRT-TRAINING's procedures
- Without discrimination or victimisation

Employees raising concerns in good faith will not be treated unfavourably.

Termination of Employment

Decisions relating to termination—whether through redundancy, capability, conduct, or end of contract—will be:

- Fair, transparent, and evidence based
- Free from discriminatory influence
- Conducted in line with legal and procedural requirements

We will ensure that no protected characteristic influences termination decisions.

Harassment and Bullying

PRT-TRAINING has zero tolerance for harassment, bullying, or victimisation. This includes:

- Unwanted conduct that violates dignity
- Behaviour creating an intimidating, hostile, degrading, or offensive environment
- Physical, verbal, written, or digital harassment
- Sexual harassment
- Third party harassment (e.g., clients, learners)

All complaints will be taken seriously and investigated promptly.

Responsibilities of Trainers

Trainers must:

- Promote a culture of fairness, respect, and inclusion
- Lead by example in behaviour and decision making
- Ensure compliance with this policy
- Address inappropriate behaviour immediately
- Support employees raising concerns
- Ensure recruitment, training, and performance processes are fair and unbiased

Responsibilities of All Workers

All workers must:

- Treat colleagues, learners, and clients with respect
- Avoid discriminatory behaviour or language
- Report concerns or incidents promptly
- Cooperate with investigations
- Support an inclusive and positive working environment

Handling Complaints of Discrimination / Harassment / Bullying

PRT-TRAINING will:

- Treat all complaints seriously and confidentially
- Investigate promptly, fairly, and impartially
- Take appropriate action where misconduct is found
- Protect complainants from victimisation
- Offer support throughout the process

Complaints may be raised informally or formally through the grievance procedure.

Employee Assistance Programme

PRT-TRAINING encourages employees to seek support when needed. Where available, employees may access:

- Confidential wellbeing support
- Mental health resources
- Counselling services
- Occupational health guidance

Information on available support will be communicated to all staff.

Communication

This policy will be:

- Shared with all employees and contractors
- Included in induction materials
- Reviewed regularly and updated as required
- Communicated clearly to ensure understanding and compliance