



**MANPOWER DEPARTMENT
MINISTRY OF HUMAN RESOURCES**

EQUAL OPPORTUNITIES POLICY

Advanced Technology Training Center (ADTEC) Kemaman hereafter referred to as “centre” is a training institution governed by the Manpower Department, Ministry of Human Resources is responsible to develop a safe and skilled workforce by delivering global and national training and qualifications, creating workforce development solutions and leading dialogue with local and international industries and organizations.

Therefore, this centre is committed to the elimination of unfair discrimination and promoting equal opportunities in its provision of training, education, assessment and employment. This policy applies to all learners; those seeking to be learners; employees and applicants for employment.

AIMS


- Ensure that none of those covered by this policy will be discriminated against by the virtue of their protected characteristics: age; disability; gender; gender reassignment; marriage and civil partnership; pregnancy and maternity; race and ethnicity; religion and belief; or other unjustifiable factor, within the constraints of available resources and current legislation;
- To create an accessible organisation and extend opportunities in education, training and employment to those groups identified as under-represented in education and training to promote lifelong learning; and
- Embrace the culture of equality of opportunity thereby ensuring it is not marginal or additional but central to the activities of the company both as an employer and a provider of education and training;

OBJECTIVES

To identify practices, procedures and customs in all areas of activity which may unfairly discriminate individuals, directly or indirectly, and replace them, as relevant, with practices and procedures which ensure equality of opportunity. This will be fulfilled by our commitment to:

- Monitor policies and procedures which provide equality of opportunity to both learners and staff;
- Monitor enrolment procedures thereby ensuring they extend access to learning;
- Provide adequate and effective support services and training for learners and centre staff;
- Provide a suitable environment for people with disabilities;
- Remove discriminatory deterrents to learning; and
- Establish grievance and disciplinary procedures to protect staff and learners from discriminatory behaviour based on prejudiced attitudes.

This policy statement is available to all learners and staff and will be reviewed annually against Government and awarding body criteria.

VERIFIED BY	
	
Signature	:
Name	: Ts. ZAMZURI BIN HASSAN
Designation	: DIRECTOR
Date	: 1 st FEBRUARY 2024