



Professional Conduct Policies



Equal Opportunities

LEAD Training Services prides itself in its policy and ethos of equal opportunity in all of its procedures. LEAD Training services endorses and respects the rights of all individuals involved in their processes – including staff and students, with each policy being free from discrimination and harassment on the grounds of marital status, family status, sexual orientation, religion, age, disability or race.

LEAD Training Services believes that education is the right step for each individual to reach his or her full potential, and thus endorses a culture which cultivates respect, and the constructive process of sharing of ideas ethically and professionally. Such an Equal Opportunity environment at LEAD Training Services involves a setting and the implementation of policies that do not tolerate bullying, victimization, and any other form of offensive behavior which goes against the spirit of Equal Opportunity for all.

This policy applies to all students, staff, visitors, and anyone acting or working at Lead Training Services.

Lead Training Services against Harassment & Discrimination:

All members of staff and students working or studying at Lead Training Services have the right to enjoy an environment which does not include any form of mental, physical or verbal harassment. Lead Training Services considers itself as a platform where one can work on one's educational and academic strengths, and harassment is viewed as a deterrent to such growth. Therefore, LEAD Training Services strongly believes in equal opportunities for all despite one's sex, gender, sexual orientation, culture, race, age, religious beliefs, political beliefs, social and economic background, appearance, any form of disabilities and human beings from all backgrounds. LEAD Training Services believes that everyone is equal, and therefore believes that no individual should harass, bully or discriminate against another individual. LEAD Training Services will take disciplinary action and if necessary, also proceed with police reporting.

Responsibility of All Staff and Students

All of those who form part of *LEAD Training Services* in any way; be it a client or a staff member, are responsible for creating a pleasant, positive, safe and stimulating environment for all to enjoy. All members of staff and students who make use of *Lead Training Services* or form part of the team, have to comply with this philosophy and stand against harassment and discrimination. Each person has the responsibility to be sensitive towards others, appreciating each person as an individual with the right of an opinion, while tolerating any indifferences

Lead Training Services is therefore against and will take disciplinary action against any verbal, physical or mental form, of:

- Bullying
- Sexual Harrassment
- Stalking
- Cyber Bullying
- Discrimination and harassment based on religion
- Discrimination and harassment based on political beliefs
- Discrimination and harassment based on gender
- Discrimination and harassment based Sex
- Discrimination and harassment based on a person's physical disability
- Discrimination and harassment based on a person's learning disability
- Discrimination and harassment based on a person's mental disability
- Discrimination and harassment based on a person's age
- Discrimination and harassment based on a person's appearance

Duty & Responsibility of All Staff and Students

All of those who form part of *LEAD Training Services* in any way; be it a client or a staff member, are responsible to report any form of the above to the Managing Director.

Philosophy of being a staff member at Lead Training Services:

Every staff member needs to be sensitive towards each and every student's and colleague's needs, difficulties and strengths. Lead Training Services prides itself in hosting an environment which is based on respect, tolerance and hard work. Any form of misconduct or harassment, goes against these values. A positive conduct involves:

Goals of being a staff member at Lead Training Services:

- a) Helping people to become better in the subject being taught at work
- b) Helping people in their strengths and weaknesses
- c) Building each other's confidence
- d) Listening and offering advice
- e) Encouraging each other with constructive and sensitive criticism

Responsibilities of being a staff member at Lead Training Services:

- a) Being sensitive to people's backgrounds
- b) Encouraging discussions and allow room for opinions
- c) Listening to ideas and be fair in discussions
- d) Maintain confidentiality of student information such as performance
- e) Being on time
- f) Being prepared for lectures
- g) Respecting other through ones' dress codes

Responsibilities towards society:

- a) Each staff member and student has an important role to play in the company
- b) Each staff member and student has a social background which needs to be respected
- c) Each staff member and student has an obligation to better society through one's role at Lead Training Services