



**Axon Consultancy Sdn Bhd**  
**Equality and Diversity Policy**

Version 1

Version Log

Date	Version	Details	Changes Made by	Approved By
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## 1. Purpose

- 1.1. Axon Consultancy delivers both short term training courses as well as long term academic programmes. This policy's objective is to provide a standard guideline about the opportunities provided via services provided by Axon Consultancy.

## 2. Scope

- 2.1.1. This policy is provided for Axon Consultancy Sdn Bhd's customers including learners, staff and clients who are engage in any programmes or courses that are delivered by Axon Consultancy Sdn Bhd.
- 2.1.2. This policy is applicable to all academic qualification that Axon Consultancy is delivering on behalf / franchised from any partner's universities or academic institutions.
- 2.1.3. This policy is applicable to all professional development courses that Axon Consultancy delivers.
- 2.1.4. This policy does not covers other services such as software application, business intelligence and etc. that are provided by Axon Consultancy

## 3. Staff Duties

- 3.1. Employees, Partners and Suppliers of Axon Consultancy Sdn Bhd are expected to understand this policy.
- 3.2. Employees of Axon Consultancy Sdn Bhd shall be expected to enforce decision making and procedures as stated in this policy.

## 4. The Principles

- 4.1. Axon Consultancy is committed to the principle of Equal and Diversity. Equality of access and opportunity for all are core values of our organisation and we are committed to raising the profile of Equality and Diversity and to bring proactive in ensuring fairness to all.
- 4.2. All learners and staff are required to follow and honour the principles of this policy. We encourage everyone to play a part in promoting our policy in the course of their endeavours with us. There are no circumstances under which Axon Consultancy tolerate discrimination, harassment, bullying or victimisation from or towards any staff members or learners.
- 4.3. All issues including cyber-harassment or cyber-bullying must be reported to Axon Consultancy Sdn Bhd.
  - 4.3.1. Discrimination happens when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their gender, race, ethnic origin, religious beliefs,

age, marital status, stage of development, ability or disability, sexual orientation, gender reassignment and wealth or background.

4.3.2. There are four types of discrimination; Direct discrimination, Discrimination by association, Perception discrimination and Indirect discrimination.

4.3.3. Racial harassment is any action of a racist nature that results in people feeling threatened or compromised. It can include:

- racial name calling
- derogatory remarks
- racist graffiti or jokes
- display or circulation of racially offensive material
- physical threats, insulting behaviour or gestures
- open hostility
- exclusion from normal conversation or social events.

4.3.4. Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and men at work, including physical, verbal or nonverbal conduct. It can be in the form of:

- insensitive jokes or pranks
- lewd comments about appearance
- unnecessary bodily contact
- displays of explicit materials
- gestures and leering
- speculation about a person's private or personal life

4.3.5. Bullying is a form of harassment, whether by staff or other learners. Bullying is verbal, nonverbal or physical conduct that causes individuals to feel threatened, isolated or humiliated – and may include members of a group other than those being directly targeted. Bullying can take many forms and can be quite difficult to detect by those not directly involved; all learners and staff are asked to report bullying at the earliest stages, so that it can be stopped, your confidentiality will always be respected.

4.3.6. Victimisation is when a person is treated less favourably in the same circumstances.

4.3.7. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. Abuse can take a number of forms and cause victims to suffer pain, fear and distress. Adults may be too afraid or embarrassed to raise any complaints. They may be reluctant to discuss their concerns with other people or unsure who to trust with their worries. Sometimes people can be unaware they are being abused

4.3.8. Axon Consultancy staff have a responsibility to follow this policy and report any suspicions that may arise.

## 5. Guideline For The Process

5.1. All raised issues derived from this policy shall be treated as part of Complaint, which may also lead of disciplinary actions against staff and other learners.

5.2. However, Axon Consultancy decision for any cases that found guilty will be given first warning and follow by termination on second conviction.

## 6. Review

6.1. Axon Consultancy will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by the awarding bodies or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments..

## 7. Knowledge And Skills

7.1. The knowledge and skills required to implement this policy will be transferred during induction process for new staff. A systematic training programme shall be implemented to raise awareness of the requirements of the various assessment, and to ensure that staff are kept up-to-date with regards to any changes in the legislation or relevant technology.