



DYNAMIC
NEURO
ACADEMY

Equal Treatment Policy

Dynamic Neuro Academy (DNA)

Date Reviewed: JAN 2026

Next Review Due: JAN 2027

Document Version: ETP.26.0.001

1. Policy Overview

Dynamic Neuro Academy is committed to fostering an inclusive, respectful, and non-discriminatory environment for all colleagues, consultants, partners, applicants, and learners.

We uphold principles of fairness, equality, dignity, and professional respect in all areas of operation including recruitment, training delivery, assessment, certification, and workplace conduct.

No individual will be treated less favourably on the basis of:

- Age
- Sex or gender
- Marital status
- Nationality or ethnic origin
- Religion or belief
- Disability
- Medical condition
- Sexual orientation
- Socioeconomic background
- Any other protected or personal characteristic

All decisions are based on merit, eligibility criteria, professional standards, and course requirements.



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2. Scope of the Policy

This policy applies to:

- Employees
- Trainers and consultants
- Administrative staff
- Applicants
- Corporate partners
- Individual learners

It covers both physical and online training environments.

3. Fair Recruitment & Selection

Recruitment and engagement decisions are made objectively and based on:

- Qualifications
- Competence
- Experience
- Professional suitability

No candidate will be excluded on discriminatory grounds.

4. Equal Access for Learners

All learners are entitled to:

- Equal access to course materials
- Fair assessment procedures
- Respectful interaction
- Objective certification criteria

Assessment decisions are based solely on performance and completion requirements.



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5. Harassment & Bullying

DNA maintains zero tolerance for:

- Harassment
- Intimidation
- Discrimination
- Bullying
- Victimisation

Harassment includes unwanted conduct that creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Bullying includes repeated or persistent behaviour that undermines dignity or psychological safety.

This applies to both staff and learners, including online environments (Zoom sessions, group discussions, digital communication).

6. Responsibilities

Management & Trainers

- Model respectful conduct
- Ensure fair treatment
- Address discriminatory behaviour promptly

Staff & Learners

- Treat others with respect
- Maintain professional conduct
- Report concerns appropriately

7. Handling Complaints

Allegations of discrimination, harassment, or unequal treatment will be handled in accordance with the organisation's Complaints Procedure.



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Complaints will be reviewed promptly, confidentially, and without victimisation of the reporting party.

8. Disciplinary Action

Where discriminatory or harassing behaviour is confirmed, appropriate action will be taken. This may include:

- Formal warning
- Removal from program
- Termination of engagement
- Revocation of access privileges

9. Policy Review

This policy is reviewed annually to ensure alignment with best practice standards and organisational values.

