



Student Protection Policy

Introduction

Total Quality Training Institute (TQTI) is committed to maintaining a respectful, inclusive, and safe learning environment. All individuals—educators, staff, and trainees—must foster mutual respect and professional conduct, free from mistreatment. Violations will be subject to investigation and disciplinary action.

Policy Principles

- Promote professional values and behavioral standards while respecting academic freedom.
- Recognize that trainees may also act as educators depending on context.

Teaching Standards

Educators are expected to:

- Provide equitable and safe learning conditions.
- Set clear expectations and apply consistent evaluation methods.
- Assign tasks appropriate to trainees' skill levels.
- Deliver structured feedback and offer support where needed.
- Comply with duty hours and all institutional policies.

Prohibited Conduct

Behaviors considered inappropriate include (but aren't limited to):

- Threats, intimidation, or excessive yelling.
- Use of obscene, discriminatory, or hostile language or gestures.

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- Personal errands or tasks unrelated to training.
- Romantic or sexual advances, including harassment or assault.
- Public mockery, belittling, or exaggerated criticism.
- Unsafe assignments, coercion, or discouraging hazard reporting.
- Evaluation based on favoritism or bias.
- Retaliation against those who report mistreatment.

Reporting Mechanisms

Trainees should report concerns via:

- TQTI Administration on Info@tqtoman.com & 98086430
- Relevant Department (Contact Coordinator to get Number & email of relevant department through: 99347202 – Buthaina@tqtoman.com)

Reports are evaluated by TQTI. Investigations may be delayed protecting trainee safety, and confirmed cases will be escalated to the TQTI Board or supervising faculty for appropriate action.

Confidentiality & Legal Compliance

TQTI maintains confidentiality where possible, including anonymous reporting. Reports related to Ministry of Labor violations or criminal activities (e.g., harassment, threats, illegal acts) must be escalated immediately. All complaint records are managed by legal standards.



Protection from Retaliation

Retaliation is strictly prohibited. Any such action will trigger investigation and disciplinary measures. False or malicious reports are also subject to disciplinary review. Due process is guaranteed for all parties.

Dr. Samir Al Bahrani

Manager of Institute

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