

EQUALITY AND DIVERSITY POLICY STATEMENT

Trenchless Solutions Ltd is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. The organisation is against unlawful discrimination when providing a service to our customers and the general public.

- The policy's purpose is to:
- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, recruitment and selection, promotion, training or other developmental opportunities.
- The organisation commits to:
- Encourage equality and diversity in the workplace.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, by promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.
- All employees should be made aware of their rights and responsibilities under the equality and diversity policy. As well as their employer, they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers, visitors, the public. Responsibilities include employees conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, customers, suppliers, visitors and the public.
- Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under

the Protection from Harassment Act 1997 is a criminal offence which is not limited to circumstances where harassment relates to a protected characteristic. –

- Make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.
- Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality policy is fully supported by senior management. Details of the organisation's grievance and disciplinary policies and procedures can be obtained from the HR department. This includes with whom an employee should raise a grievance.



Steven Varley
Managing Director
Trenchless Solutions Limited
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