



## Equal Opportunities Policy

### Policy Statement

The aim of this policy is to communicate the commitment of the Managing Director and senior management to the promotion of equality of opportunity in TDC Parsons Peebles Ltd.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. This policy applies to all who work for, or apply to work for, TDC Parsons Peebles Ltd.

### Commitment

We are committed to:

- Promoting equality of opportunity for all
- Promoting a good and harmonious working environment in which everyone is treated with respect
- Preventing occurrences of unlawful discrimination, direct or indirect, harassment and victimisation
- Fulfilling all our legal obligations under equality legislation and associated codes of practice
- Complying with our own equal opportunities policy
- Taking lawful affirmative or positive action where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

### Implementation

The Managing Director has specific responsibility for the effective implementation of this policy. Each manager also have responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement the policy, we shall:

- Communicate the policy to employees, job applicants and relevant others
- Incorporate appropriate duties in respect of the equal opportunities policy into job descriptions of all staff
- Provide equality training and guidance as appropriate including training on induction
- Ensure that those who are involved in assessing candidates for recruitment or promotion are aware of this policy
- Ensure that adequate resources are made available to fulfil the objectives of the policy

### Review

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

### Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to complain to the Managing Director. Any complaint should be submitted in writing. The Managing Director will carry out an investigation and take remedial action as necessary. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Karen McNeil  
Director  
14<sup>th</sup> January 2022