



# Equality, Diversity and Inclusion Policy

Last updated	March 2024	by	Joel Logue (Company Director)
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## Introduction

T&RS Consultancy Ltd's stated mission statement is: Our mission is to create a safe and efficient transport system that supports society and strengthens economic prosperity.

The long-term strategic goals for T&RS Consultancy Ltd's training services are to deliver:

- A proactive, adaptable, and user-friendly environment;
- Robust and up-to-date teaching and learning materials informed by academic research and industry best practice; and
- An inclusive and diverse learning environment that fosters the development of professional knowledge and skills for our valued learners.

## Policy Statement

**T&RS Consultancy** is committed to encouraging equality, diversity, and inclusion in our workforce and eliminating unlawful discrimination.

The aim is for our workforce to represent all sections of society and our customers truly and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

## Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. 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
- sexual orientation

3. 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
- selection for employment, promotion, training or other developmental opportunities

### **Our commitments**

The company commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conduct that helps the organisation provide equal employment opportunities and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees,

customers, suppliers and the public

3. We take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and 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 sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the organisation's efficiency.

5. Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to reflect changes in the law.

7. Monitor the workforce's makeup regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability to encourage equality, diversity, and inclusion and to meet the aims and commitments set out in the equality, diversity, and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

### **Agreement to follow this policy**

Senior management fully supports the equality, diversity, and inclusion policy, which has been agreed upon with trade unions and/or employee representatives.