

EQUALITY AND DIVERSITY

1.0 STATEMENT OF POLICY

TNG Consulting Engineers Limited shall operate its business free of discrimination, harassment and victimisation, and shall provide fair and equal treatment and opportunity to all people. It is therefore, committed to be an Equal Opportunities Business and Employer, and recognise the Equality Act 2010 and the Human Rights Act 1998.

This means that:

- a) No person seeking Mechanical and Electrical Consultancy Services or employment, or in any other form of business relationship with TNG, will be treated less favourably than any other person or group of persons because of their age, race (including ethnic or national origin), religion, gender, gender reassignment, sexual orientation, disability or, maternity/pregnancy or marital status.
- b) In providing its Mechanical and Electrical Consultancy Services, and the employment of its Staff, TNG will seek to ensure equality of treatment and opportunity for all persons.
- c) TNG welcomes all enquiries for its consultancy services. It shall respond to enquiries based on its available resources and its experience of the engineering requirements.
- d) TNG shall ensure that decisions made during the course of its project work, and in its business operations, shall be made with integrity, and shall be solely based on merit, performance and/or capability.
- e) In hiring other agencies to work for it, TNG will be mindful of its commitment to equality and diversity. It shall select Sub-contractors, Sub-consultants and Suppliers based on their ability to provide their own services within the scope of this Policy.
- f) Employment decisions on recruitment, remuneration, promotion and opportunity, shall be solely based on merit, performance and/or capability. TNG shall however, consider taking 'positive action' to address a disproportionate underrepresentation of any protected characteristic within the business when appropriate.
- g) All Employees of TNG shall be required to undertake regular Equality and Diversity training.
- h) TNG shall not tolerate acts of discrimination, harassment or victimisation by its Employees (or any other person working on its behalf). It shall expect the same consideration from its Clients and other working relationships.
- i) To help fulfil its commitment to Equality and Diversity, TNG may collect information and monitor applications for employment.



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2.0 RESPONSIBILITY

This Policy applies to TNG's Management Team, its Employees (including temporary workers), Sub-Contractors, Sub-Consultants and any other third parties who carry out work on TNG's behalf. It also communicates our expectations of our Clients and business colleagues. The HR Director is responsible for ensuring that this Policy is implemented and monitored. They will also ensure that all other Company policies, activities and employment practices do not discriminate in any way.

3.0 RAISING A CONCERN

Everyone has the right to work and do business in an environment free of unlawful discrimination, harassment and/or victimisation. TNG will not tolerate such behaviour under any circumstances. Any Employee who believes he or she is being discriminated against, harassed or victimised, should raise the matter through the Company Grievance Procedure. Any other third party, who may feel they have grounds for a complaint, may pursue this through the Company Complaints Procedure.

Disciplinary action, including dismissal, may be taken against any Employee found responsible for discrimination, harassment and/or victimisation of another.

4.0 DECLARATION

This Policy is fully supported by the Board of Directors. Any breach of this Policy will be regarded as an act of Gross Misconduct by the Company and may result in disciplinary action. We will ensure that our Employees, Clients and other Business Colleagues are aware of this Policy and understand that they are responsible for observing it.

Signed:  _____

Russell Pitman, Managing Director

Date: 26-01-2023

Signed:  _____

Lisa Pitman, HR Director

Date: 26-01-2023

This Policy shall be reviewed and resigned annually.