



EQUALITY, DIVERSITY, AND INCLUSION POLICY

1.0 STATEMENT OF POLICY

TNG Consulting Engineers Limited is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. It is therefore, committed to be an Equal Opportunities Business and Employer, and to recognise the Equality Act 2010 and the Human Rights Act 1998.

The aim is for our workforce to be representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. In providing our services, TNG is also committed to oppose and avoid unlawful discrimination of our customers or the general public.

2.0 OUR POLICY'S PURPOSE

The purpose of our policy 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, or
 - 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
 - selection for employment, promotion, training, or other developmental opportunities



EQUALITY, DIVERSITY, AND INCLUSION POLICY

3.0 OUR COMMITMENT

TNG Consulting Engineers is committed to:

- a) Encourage equality, diversity, and inclusion in the workplace as this is good practice and makes good business sense.
- b) When providing Mechanical and Electrical Consultancy Services, and the employment of its staff, seek to ensure equality of treatment and opportunity for all persons.
- c) Ensure that decisions made during the course of our project work, and in our business operations, are made with integrity, and shall be solely based on merit, performance and/or capability.
- d) In hiring other agencies to work for TNG, be mindful of our commitment to equality and diversity. TNG shall select Sub-contractors, Sub-consultants and Suppliers based on their ability to provide their own services within the scope of this Policy.
- e) 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 efficiency of the organisation.
- f) Ensure that employment decisions on recruitment, remuneration, promotion, and opportunity, shall be solely based on merit, performance and/or capability (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). TNG may, consider taking 'positive action' to address a disproportionate underrepresentation of any protected characteristic within the business if appropriate.
- g) Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, 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 general public

Continued over...



EQUALITY, DIVERSITY, AND INCLUSION POLICY

- h) Communicate that 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) Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- j) Deal with such acts as misconduct under the organisation's grievance and/or disciplinary procedures and take appropriate action. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- k) Understand that 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 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- l) Fulfil its commitment to Equality and Diversity by monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability. Monitoring may 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.
- m) Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law

4.0 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.



EQUALITY, DIVERSITY, AND INCLUSION POLICY

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

Any other third party, who may feel they have grounds for a complaint, may pursue this through the Complaints Procedure available on our website.

6.0 OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

Details of TNG's grievance and disciplinary policies and procedures can be found in the Staff Handbook. This includes with whom an employee should raise a grievance.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.


7.0 DECLARATION

This Policy is fully supported by the Board of Directors and communicates our expectation on anyone in our employment, or that we do business with. Any breach of this Policy will be regarded as an act of Misconduct or Gross Misconduct and may result in disciplinary action or an official complaint. 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: 12-09-2024

Signed: 

Lisa Pitman, HR Director

Date: 12-09-2024

This Policy shall be reviewed and resigned annually.