



TMO-EMP-031 Rev 3  
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## Equality, Diversity and Inclusion (EDI) Policy - Rev 3.0

### Document Attributes

Document name		Version
Equality, Diversity and Inclusion (EDI) Policy		3.0
Effective Date		Date of Review
February 2016		1/12/2025
Approved by	Date of Approval	Classification
Finance Director	5/12/17	Unclassified

### Change History

Version	Date of Revision	Approved by	Change and Reference
1.0	1/12/2017	MH	Launch
2.0	1/12/2024	RS	MD Title change
3.0	1/8/2024	JB	Update to EDI



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*“TMO Traffic Highways Ltd is committed to equality of opportunity both in the provision of their services and as an employer.”*

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## EDI Policy Statement

TMO Traffic Highways Ltd (“the Company”) is fully committed to promoting equality, diversity, and inclusion (EDI) in all aspects of our operations—as an employer, service provider, and business partner. We aim to foster a workplace and service environment where everyone is treated fairly, with dignity, and without discrimination.

We actively oppose all forms of unlawful and unfair discrimination, harassment, or victimisation. This policy applies to all employees, job applicants, customers, contractors, partners, and others who come into contact with the Company.

### Our Commitments

We are committed to:

- Treating all individuals with **dignity, fairness, and respect**
- **Eliminating discrimination**, harassment, bullying, and victimisation in all its forms
- Ensuring **equal opportunities** regardless of:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race or ethnicity
  - Religion or belief
  - Sex
  - Sexual orientation
- Promoting a culture of **inclusion and belonging** in the workplace and in service delivery



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- Continuously reviewing our practices and striving to exceed legal requirements

## Legal Compliance

This policy complies with the **Equality Act 2010** and other relevant UK legislation and codes of practice. We are committed to ongoing review and improvement to ensure continued compliance and alignment with best practice.

## Roles and Responsibilities

- **All employees** have a responsibility to uphold the values and practical application of this policy.
- **Managers and supervisors** have an added duty to lead inclusively, address issues promptly, and ensure fair practices across all operations.
- Non-compliance with this policy will be addressed seriously and may lead to disciplinary action.

## Access and Inclusion

### Premises and Vehicles

We will take all reasonable steps to ensure that our premises and vehicles are accessible to all, including individuals with disabilities, in line with legal requirements.

### Information Accessibility

We are committed to making information accessible in alternative formats or languages as required to meet the needs of our staff and stakeholders.

## Recruitment and Employment

All recruitment, selection, promotion, and training processes will be carried out in a fair, transparent, and inclusive manner. We are committed to removing barriers to employment and advancing equal access to career opportunities.

## Training and Awareness

All employees will receive appropriate training and guidance on equality, diversity, and inclusion to ensure that the Company operates as both an inclusive employer and service provider.

## Complaints and Grievances

Any employee who believes they have been subject to discrimination, harassment, or unfair treatment has the right to raise a concern through the Company's **Grievance Procedure**.

All complaints will be handled **promptly, fairly, confidentially, and without fear of victimisation**.



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### Monitoring and Review

This policy will be **reviewed annually** or in response to legislative changes. We may also monitor workforce diversity data and feedback (in a confidential and anonymised manner) to inform continuous improvement.

### Data Protection

We will comply with all applicable data protection laws when collecting, storing, or using personal data in relation to EDI matters, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Review

TMO Traffic Highways Ltd will review this policy and the practical effects of its measures and their application to our Company on an annual basis.

I have read and understood the above policy and acknowledge the above statements

(print name) ..... (position) .....

(signature) ..... (date) .....

Signed:

**Printed Name:** Mark Haysman  
**Job Title** Managing Director  
**Date:** 1<sup>st</sup> December 2025  
**Review Date:** 1<sup>st</sup> December 2026  
**Version:** 3.0