



## EQUAL OPPORTUNITIES POLICY – VERSION 1.0

### Document Attributes

**Document name**

Equal Opportunities Policy

**Version**

V 1.0

**Effective Date**

February 2016

**Date of Review**

1/12/2023

**Approved by**

Finance Director

**Date of Approval**

5/12/17

**Classification**

Unclassified

### Change History

Version	Date of Revision	Approved by	Change and Reference
1.0	1/12/2017	MH	Launch

*“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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## **Equal Opportunities Policy Statement**

TMO Traffic Highways Ltd, (“The Company”) is committed to equality of opportunity both in the provision of electrical contracting services and as an employer. The purpose of this policy is to ensure that all employees, customers, contractors, associates and those who come into contact with the Company are treated equally and with fairness and consistency at all times.

This policy seeks continuous improvement and compliance with legislation. It is based on the principles that:

- all people have the right to be treated with dignity and respect;
- we will not discriminate on the grounds of race, gender, disability, nationality, religious or philosophical belief, age, sexual orientation, family status, trade union activity or any other factor;
- we will adopt fair and inclusive practices throughout our operations and will eliminate all prejudice, discrimination, bullying and harassment;
- all employees have a personal responsibility for the practical application of this policy in their day-to-day activities and must support the policy at all times; and
- non-compliance with this policy will be treated seriously and will not be tolerated.

### **Legislation and Codes of Practice**

This policy conforms to the current legislation and relevant codes of practice in the UK. We will continually monitor this policy to ensure we are compliant with the requirements of relevant underpinning legislation; however our aim is to exceed the requirements of legislation wherever possible.

### **Complaints**

Any employee who feels that he or she has grounds for complaint in relation to bullying, discrimination, harassment or victimisation has the right to pursue the complaint through the Company’s grievance procedure.

### **Access to Company Premises**

We will take all reasonable steps to ensure that our premises are accessible to disabled employees and visitors as required by the Equality Act 2010 in the United Kingdom.

### **Access to Vehicles**

We will also take reasonable steps to ensure that our vehicles are accessible to staff and comply with the relevant legislation in this country.

### **Access to Information**

We will seek to ensure that information is made available to our employees in alternative formats as required.

### **Recruitment**



TMO-EMP-031

All recruitment will be carried out with regard to fairness, equality and consistency for all candidates at all times. Recruitment practices will be inclusive and any barriers to employment removed under the relevant legislation.

**Staff Training**

Guidance and training will be provided to all staff with regard to diversity awareness and equality to ensure we are both an inclusive employer and electrical services provider.

**Data Protection**

We will comply with the relevant principles governing data protection in the United Kingdom.

**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** Commercial, Business & Safety Director  
**Date:** 1<sup>st</sup> December 2023  
**Review Date:** 1<sup>st</sup> December 2024  
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