



# EQUALITY DIVERSITY & INCLUSION POLICY

TIS (NGA) LTD are an equal opportunities employer. Our future in a highly competitive world depends on our workers and the development of their skills and abilities. As such, TIS (NGA) LTD is committed to building an organisation that makes full use of the talents, skills, and experience of its workforce, in an environment free from discrimination, harassment and bullying. All individuals shall feel respected, valued and are encouraged to achieve their potential.

The purpose of this policy and the ultimate aim of the Company is to provide equality and fairness for all in our employment, to encourage diversity and prevent discrimination, and to develop a working environment in which all employees feel that they are treated with dignity and respect and able to give their best.

The principles will apply to all aspects of the employment relationship including but not limited to; recruitment, training, promotion, dismissal, transfer, retirement, absence management, benefits and terms and conditions of employment. This applies not only to employees, but also to those who come into contact with the TIS (NGA) LTD workforce, including job applicants, visitors, clients, competitors, customers and suppliers.

All trainees/apprentices are issued with and made aware of this policy/procedure and how it relates to the organisation.

Breaches of this Policy can constitute 'gross misconduct' and may result in dismissal.

The Managing Director takes overall responsibility for the implementation and supervision of this policy.

The company will annually review all policies and procedures to ensure that they do not operate against the Equality Act 2010. Appropriate action will be taken where necessary to redress the negative effects of any policy and or procedure criteria on the principles outlined in this policy.

In addition, the Company will: -

- Maintain a record of all concerns and or complaints for future analysis in order to identify problem areas, training needs and scope for further action.
- Prepare an annual report of grievances for review by the management team, including recommendations.
- Deal promptly with discriminatory graffiti, abuse or any other discriminatory practices regardless of whether a complaint is made about them.

All workers have a responsibility to be aware of the principles outlined in these documents and to apply them in practice. Failure to do so is likely to result in the application of the Company's Disciplinary procedures.

**GARY KING**  
Managing Director

**4th January 2024**

Planned review January 2025