



EQUALITY AND DIVERSITY POLICY

PURPOSE

This policy sets out TRI's approach to equality and diversity. TRI is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

TRI aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

EQUALITY AND DIVERSITY AT TRI

We consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for TRI too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

SCOPE

The rights and obligations set out in this policy apply equally to all contractors, whether part time or full time, and also to associated persons and others employed under a contract of service.

You have personal responsibility for the application of this policy. As part of your induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with.

This policy is also of particular relevance to directors, managers and other contractors concerned with recruitment, training and promotion procedures and work decisions which affect others.

TRI'S COMMITMENT

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. TRI will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against a contractor, job applicant or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;

- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All contractors will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in TRI. Selection for work, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with a member of the Management Team or another colleague in a relevant position of seniority.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. TRI will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by TRI as a result. However, false allegations or a breach of this policy which are found to have been made in bad faith will be dealt with by further investigations by the management team.

Contractors may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

WHEN DOES THIS POLICY APPLY?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on TRI's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to TRI).

We set out below some specific areas of application:

RECRUITMENT

Selection for work at TRI will be on the basis of aptitude and ability. Where possible, TRI will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

DURING EMPLOYMENT

The terms and conditions of work and facilities available to TRI employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

This policy is for guidance only and does not form part of your contract of employment.