

DIVERSITY & EQUAL OPPORTUNITIES POLICY

1. Background

TAS Engineering Consultants Ltd. is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination.

The Company will ensure that no job applicant, employee, client, potential employee or associate is less than fairly treated because of gender, marital status, age, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, employment status or other conditions not justified in law or not relevant to the performance of the job.

The Company also recognises the importance of securing the co-operation of staff, clients and associates and welcomes their support with the continuing review and development of its Equal Opportunities Policy.

The Company will:

- Ensure that all relevant parties are aware of its commitment
- Regularly examine and review its procedures for recruitment, selection, training and career progression.
- Ensure procedures are in place to deal effectively with equal opportunity issues.
- Monitor the effectiveness of the Equal Opportunities Policy in relation to its employment practices and the provision of training, advisory and counselling services.

Aims of this Policy

The specific aims of this policy are to:

- Create and maintain an environment conducive to fairness, equality and free from discrimination and harassment.
- Encourage everyone to recognise, value and respect diversity and individual needs.
- Ensure that no-one is discriminated against or disadvantaged.
- Promote equality of opportunity.
- Define responsibilities within, and for the implementation of, this Policy.

Responsibilities

The Managing Director has overall responsibility for the adoption, implementation and monitoring of the Company's Equal Opportunities Policy.

Staff, clients, and associates have moral and legal responsibilities for complying with and supporting the Company's Equal Opportunities Policy. Induction processes and regular awareness training, where appropriate, will ensure that everyone is made aware of the Policy and their responsibilities for ensuring its effectiveness.

Communication

The Company's commitment to the principles of diversity and equality of opportunity is clearly stated in its Equal Opportunities Policy.

Copies of the Policy will be incorporated into both induction material for new staff, clients and associates, employee handbooks and displayed on appropriate notice boards within the organisation.

Recruitment & Selection

The Company's Recruitment and Selection Policy aims to ensure that job opportunities are available to all and that staff are selected on merit, relative to the requirements of the job. Staff involved in the recruitment and selection process are also made aware of their legal and moral responsibilities.

The Company's Induction Programme is designed to help new staff become familiar with and adapt to their new working environment as quickly as possible. At this stage, they are made aware of the Equal Opportunities Policy and their responsibilities for its effective implementation. Details relating to how to proceed if a grievance arises are also provided.

Staff Development

Staff are encouraged to identify and discuss any training and development requirements on an ongoing basis with the Managing Director. Formally, these are discussed during the annual appraisal process; any training and development needs, including equal opportunity awareness training, are written into staff Personal Development Plans.

Also, the effectiveness of this Equal Opportunities Policy and any related issues will be discussed as a main agenda item during the Company's monthly Directors Meetings. Any awareness or development requirements can be identified and the appropriate training planned as part of the Company's Staff Development Policy

Information gathered during these Directors Meetings will also be used as part of the Company's Equal Opportunity Monitoring Process.

Protection and support for staff, clients and associates

Staff, clients and associates are encouraged to consult with the Managing Director regarding appropriate treatment under the Company's Equal Opportunities Policy. The Grievance Procedure is available for anyone who believes that they have been unfairly treated in any way.

The Company's commitment to the principles of diversity and equality of opportunity is further demonstrated and reinforced by its Disciplinary Procedure. Staff are made aware that appropriate action may be taken, in accordance with the Disciplinary Procedure, against anyone found to have committed an unlawful act of discrimination, harassment, victimisation or bullying.

Monitoring

It will be necessary, in order to demonstrate the effectiveness of this Policy, to maintain appropriate records and monitor all aspects of the Company's activities.

This will include:

- The recruitment of staff
- The progression and achievement of staff
- The number and nature of formal complaints and any grievances or disciplinaries relating to unfair treatment, harassment, victimisation, bullying or discrimination.
- The leaving rates of staff and the reasons for leaving.

Development of this Policy

In order to maintain the effectiveness of this Policy, the Company is committed to ensuring that the most appropriate mechanisms are in place. Staff, associates and clients are encouraged to provide feedback to the Company on matters relating to diversity and equal opportunities.

Signed: _____ (Managing Director)

Date: _____