



Equal Opportunities Policy

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STATEMENT

TSA Ltd recognises that everyone has a contribution to make to our society and a right to equal opportunity, and that it is essential to provide equal opportunities to all persons without discrimination.

TSA Ltd take this policy seriously and expect all employees to do the same. Failure to comply with this policy may result in disciplinary action or termination of employment.

This policy will be monitored and reviewed annually.

WE AIM TO

It is the policy of TSA Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of:

- Gender Identity
- Race
- Marital status
- Disability
- Age
- Contract status
- Sexual orientation
- Religion

No job applicant or employee should be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

TSA Ltd is committed not only to its legal obligations but also to the positive promotion of equal opportunity in all aspects of employment.

TSA Ltd recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and procedures, maximises the effective use of individuals in both the organisation's and employees' best interests.

TSA Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training and promotion policies to all employees will be based on job requirements and in the individual employee's ability and merits.

All employees of TSA Ltd will be made aware of the provisions of this policy.



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RECRUITMENT AND PROMOTION

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.

Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

EMPLOYMENT & TRAINING

TSA Ltd will not discriminate based on gender, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

TSA Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

GRIEVANCES AND VICTIMISATION

TSA Ltd emphasizes that discrimination is unacceptable conduct which may lead to disciplinary action.

Any complaints of discrimination will be pursued through TSA Ltd's Grievance Procedure.