



EQUALITY AND DIVERSITY POLICY

Total Specialist Maintenance Limited recognise that it is essential to promote equality and diversity without discrimination. This policy sets out the company's position on equality and diversity in all aspects of employment, training, and assessment, including recruitment and promotion. Guidance and encouragement are given to employees, trainees and assessment candidates at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation, or religion.

It is the company's policy to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The company is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of its business.

We endeavour to maximise the effective use of individuals in the best interests of the company and our employees. The company recognises the great benefits in having a diverse workforce and training and assessment cohort with different backgrounds, solely employed, trained or assessed on ability.

The application of recruitment, training, assessment and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

All employees and temporary workers will be made aware of the provisions of this policy.

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 that limits the post to a particular group, in which case it will 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

The company will not discriminate on the basis of sex, 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.

The company 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 equality and diversity for all.



Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

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

Positive Action

To meet the requirement for positive action under the Equality Act, when faced with two or more candidates of equal merit (overall ability, competence, professional experience and any other qualities required for the job), the Directors may decide to select a candidate from a particular group (e.g. a particular racial group, age group or gender) that faces a disadvantage or is under-represented in our workforce over a candidate who isn't from that group, to achieve diversity in our workforce.

First, though, we would need to obtain credible evidence to determine whether or not employees who share a particular protected characteristic are under-represented, such as by comparing the proportion of our workforce that is of a minority group with national or local statistics to ensure that our make-up reflects the local population. If positive action is used in relation to recruitment or promotion, we will objectively justify any decision taken and provide feedback to unsuccessful candidate(s).

Grievances and Victimisation

The company emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the company's disciplinary process.

Any complaints of discrimination will be pursued through the company's grievance process.

This Statement represents our commitment to equality and diversity and will be reviewed annually to ensure its continued relevance and adequacy.

Signed: 

Position: Managing Director

Date: 01/07/2025

Review Date: 01/07/2026