



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.

Types of Discrimination

Discrimination occurs as a result of prejudice, misconception or stereotyping. Often these are based on assumptions, which may prevent the right decision being made and stifle the development of the talents and abilities of our employees. Discrimination can take the following forms:

- Direct discrimination is where the person is, or would be, treated less favourably than another person because of a protected characteristic.
- Indirect discrimination is where a provision, criterion or practice is applied to everyone, but it puts or would put persons who share a protected characteristic at a particular disadvantage, and it cannot be shown to be objectively justified. That, it is a proportionate means of achieving a legitimate aim.
- Associative discrimination is direct discrimination against a person because they associate with another person who has a protected characteristic.
- Perceptive discrimination is discrimination against a person because they are believed to possess a particular protected characteristic.

Victimisation occurs when an employee is treated detrimentally because they have made or supported a complaint or grievance under this policy or are believed to have done so.

Protected Characteristics

Age: we are committed to preventing discrimination based on a person's age. We will offer employment to candidates with the required qualifications, skills and experience regardless of age.

Religion and beliefs: where employees have particular cultural beliefs including any religious or philosophical belief or lack of religion or belief, which may conflict with existing work practices, we will consider whether it is reasonably practical to vary or adapt these practices to enable such needs to be met.

Disability: a person is disabled if they have a physical or mental impairment which has a substantial long-term effect on their ability to carry out normal day to day activities. We are committed to offering employment to suitably qualified people with disabilities and making reasonable adjustments to the working environment or recruitment process to accommodate their needs. Where a role has an intrinsic occupational characteristic which may prevent the employment of a disabled applicant, we will make this clear during the



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recruitment process. We aim to support employees who develop disabilities during the course of their employment by making reasonable adjustments. If you have or develop a condition that may be considered as a disability, we encourage you to tell us about your condition so that we can support you.

Gender and gender reassignment: we are committed to treating all employees regardless of gender or required pronoun, equally. taking into account their personal preference of gender by which they wish to be addressed.

Marriage or civil partnership: we are committed to treating all employees equally whether they are married, single or have a civil partner.

Pregnancy and Maternity: we are committed to treating all employees equally including pregnant employees and those covered by maternity provisions, including breastfeeding mothers.

Race: we will prevent discrimination against anyone directly or indirectly because of their race including their colour, nationality and ethnic or national origins. We are committed to promoting racial equality and aim to identify and eliminate barriers that prevent people from racial groups gaining access to employment, promotion and training opportunities.

Sexual orientation: we are committed to providing equal opportunities to all employees irrespective of their sexual orientation.

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.



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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

Name:

Lukasz Czerwinski

Date:

01/07/2026

Review Date:

01/07/2027