

# EQUAL OPPORTUNITIES POLICY

## Introduction

1. Transol Logistics is committed to equal opportunities for all staff and applicants.
2. It is our policy that all employment decisions are based on merit and the legitimate business needs of the organization. Transol does not discriminate on the basis of race, colour or nationality, ethnic or national origin, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales (referred to as **Protected Characteristics**).
3. Our intention is to enable all our staff to work in an environment which allows them to fulfill their potential without fear of discrimination, harassment or victimisation. The Employers commitment to equal opportunities extends to all aspects of the working relationship including:
  - Recruitment and selection procedures
  - Terms of employment, including pay, conditions and benefits
  - Training, appraisals, career development and promotion
  - Work practices, conduct issues, allocation of tasks, discipline and grievances
  - Work-related social events; and
  - Termination of employment and matters after termination, including references
4. This policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination. The Employer will promote effective communication and consultation between the Employer and staff concerning equal opportunities by means it considers appropriate.
5. The principles of non-discrimination and equal opportunities also apply to the way in which staff treat visitors, clients, customers, suppliers and former members of staff.
6. This is the statement of policy and does not form part of your contract of employment. This policy may be amended at any time by the Employer, in its absolute discretion.

## WHO IS RESPONSIBLE FOR EQUAL OPPORTUNITIES?

1. Achieving an equal opportunities workplace is a collective task shared between the Employer and all its staff. This policy and the rules contained in it therefore apply to all staff of the Employment irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers.
2. The board of directors of the Employer has overall responsibility for this policy and for equal opportunities and discrimination law compliance in the workplace and the HR Manager has been appointed as the person with day-to-day operational responsibility for these matters.
3. All staff have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, visitors, clients, customers, suppliers and former staff members. In addition, staff who take part in management, recruitment, selection, promotion, training and other aspects of career development (referred to as **Managers**) have special responsibility for leading by example and ensuring compliance.
7. Managers will receive appropriate training in equal opportunities and must take all necessary steps to:
  - Promote the objective of equal opportunities and the values set out in this policy
  - Ensure that their own behaviour and those of the staff they manage complies in full with this policy
  - Ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately.

Directors name: Tony Rishi

Job Title: Director

Directors signature: *T.Rishi*

Date: 07/10/2024