



Equality & Diversity Policy

1. Purpose

The purpose of this policy is to set out TPS Tech Services commitment to promoting equality, diversity, and inclusion in all areas of its work. We believe that everyone has the right to be treated fairly and with respect, and we are committed to creating an inclusive environment for our staff, associates, clients, and learners.

2. Scope

This policy applies to:

- All employees, consultants, and associates working under TPS Tech Services.
- All clients, learners, contractors, and partners who engage with TPS Tech Services.
- All aspects of business activity including recruitment, training, consultancy, and service delivery.

3. Policy Statement

TPS Tech Services Ltd is committed to:

- Promoting equality of opportunity and eliminating discrimination, harassment, and victimisation.
- Valuing diversity and recognising the benefits it brings to our workforce, clients, and learners.
- Ensuring services are accessible and responsive to the diverse needs of clients.
- Complying with the **Equality Act 2010** and all relevant legislation.

4. Principles

We will ensure that:

- No individual is treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- All employment and consultancy opportunities are based on merit, competence, and ability.
- Barriers to participation are removed wherever possible.
- Reasonable adjustments are made for individuals with disabilities or additional needs.
- Respectful behaviour is expected at all times, with zero tolerance for harassment or bullying.

5. Implementation

To deliver this policy, TPS Tech Services Ltd will:

- Provide equality and diversity awareness as part of staff induction and training.
- Ensure recruitment and selection processes are fair, consistent, and inclusive.
- Monitor and review our practices to ensure they reflect best practice.
- Encourage open communication so that concerns can be raised without fear of reprisal.
- Challenge discriminatory behaviour whenever it occurs.

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6. Responsibilities

- **Director (Tomasz Saternus):** Overall responsibility for ensuring the policy is implemented, communicated, and reviewed.
- **All Staff & Associates:** Required to comply with this policy and promote equality, diversity, and respect in their work.
- **Clients & Learners:** Expected to engage respectfully with staff and others in line with this policy.

7. Breaches of Policy

- Any breaches of this policy will be treated seriously and may result in disciplinary action or termination of contract.
- Clients or learners who fail to respect this policy may have services withdrawn.

8. Monitoring & Review

- Equality and diversity practices will be monitored through staff feedback, client evaluation, and service reviews.
- This policy will be reviewed annually, or sooner if legislation or organisational needs change.

Approved by:

Tomasz P. Saternus

Director

TPS Tech Services

Date: 17.01.2025