

EQUALITY AND DIVERSITY POLICY

Organisation: Test TS Business

Membership No: UKRBA-2026-0003

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1. Introduction

Test TS Business is a professional services provider committed to establishing and maintaining a workplace environment in which all individuals are treated with dignity and respect. This Equality and Diversity Policy sets out the principles and practical measures that the organisation will implement to promote equality of opportunity and eliminate discrimination across all aspects of employment and service delivery.

This policy applies to all employees, contractors, consultants, agency workers, and any other individuals engaged by Test TS Business. It also extends to our relationships with clients, suppliers, and other external stakeholders.

The purpose of this policy is to ensure that Test TS Business operates in full compliance with relevant UK equality legislation, including the Equality Act 2010. Beyond legal compliance, we recognise that equality and diversity are fundamental to our success as a professional services provider. A diverse workforce brings varied perspectives, experiences, and skills that enhance our ability to serve our clients effectively and innovate within our sector.

This policy is reviewed annually to ensure it remains current, relevant, and effective. All staff members are responsible for understanding and adhering to the principles outlined herein.

2. Commitment to Equality

Test TS Business is committed to the principle that all individuals deserve fair treatment and equal opportunity regardless of their protected characteristics. The protected characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Our commitment to equality encompasses the following core principles:

2.1 Equal Opportunities in Employment

Test TS Business will ensure that recruitment, selection, and promotion decisions are made on the basis of merit, competence, and relevant experience. We will actively work to attract candidates from diverse backgrounds and will remove unnecessary barriers that may discourage applicants from under represented groups from applying for positions within our organisation.

Job advertisements will clearly describe the essential requirements for each role. Where relevant, we will highlight our commitment to supporting flexible working arrangements, reasonable adjustments for disabled candidates, and other measures that enable individuals to work effectively. Interview panels will receive training on unconscious bias and fair recruitment practices to ensure that assessment of candidates is objective and consistent.

2.2 Dignity and Respect

All individuals working for or with Test TS Business are entitled to be treated with dignity and respect. We will not tolerate harassment, bullying, victimisation, or any form of discriminatory behaviour based on protected characteristics. This applies to interactions between colleagues, between managers and staff, and between staff and external parties encountered in the course of work.

Harassment is defined as unwanted conduct related to a protected characteristic which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, offensive, or humiliating environment. Bullying may include persistent unwelcome behaviour, criticism, or exclusion of an individual or group.

2.3 Reasonable Adjustments for Disabled Employees

Test TS Business recognises the duty to make reasonable adjustments for disabled employees and applicants. We will consider requests for adjustments on a case by case basis and will work collaboratively with the individual to identify practical solutions that enable

them to work effectively.

Reasonable adjustments may include modifications to working arrangements, provision of specialist equipment, flexible working hours, home based working, mentoring, or other support measures. We will ensure that disabled employees have access to occupational health services and support where appropriate.

2.4 Flexible Working and Work Life Balance

Test TS Business values the contribution of all staff members and recognises that individuals have diverse personal circumstances and responsibilities. We will consider requests for flexible working arrangements, including part time work, flexible hours, compressed hours, home based working, and other arrangements that can be accommodated without undue detriment to service delivery.

Decisions on flexible working requests will be made fairly and consistently, and refusals will be based on genuine business reasons documented clearly.

2.5 Pay Equity and Fair Remuneration

Test TS Business is committed to ensuring that pay and benefits are fair, transparent, and not influenced by protected characteristics. Salary decisions will be based on job level, responsibility, relevant experience, qualifications, and performance. We will ensure that our pay structures do not discriminate on grounds of gender, race, age, disability, or other protected characteristics.

3. Workplace Conduct

3.1 Anti Discrimination Standards

All individuals working for Test TS Business are expected to uphold high standards of conduct and to treat colleagues, clients, and external parties fairly and respectfully. Discrimination, harassment, victimisation, or any conduct that violates the dignity or creates a hostile environment for any person will not be tolerated.

Discrimination may be direct, where a person is treated less favourably because of a protected characteristic, or indirect, where a provision, criterion, or practice puts individuals with a particular protected characteristic at a substantial disadvantage compared to others.

3.2 Reporting and Investigation of Concerns

Test TS Business has established a clear process for reporting concerns related to equality and diversity. Any individual who believes they have been subjected to discrimination, harassment, or bullying, or who witnesses such conduct, is encouraged to report the matter promptly.

Reports may be made to the individual's line manager, the senior management of the organisation, or through the formal grievance procedure. We will treat reports seriously and will investigate allegations thoroughly and impartially. Individuals who raise concerns in good faith will be protected from victimisation or retaliation.

The organisation will maintain confidentiality wherever possible, though absolute confidentiality cannot always be guaranteed if the matter requires investigation or disclosure to relevant parties.

3.3 Disciplinary Action

Breaches of this policy will be treated as serious misconduct. Depending on the nature and severity of the breach, disciplinary action may range from counselling and formal warnings through to suspension or termination of employment. The organisation will apply disciplinary procedures fairly, consistently, and in accordance with statutory employment rights.

3.4 Training and Awareness

All employees will receive training on equality and diversity during their induction. This training will cover the principles outlined in this policy, the legal framework, examples of discriminatory behaviour, the reporting process, and the individual's personal responsibility for upholding these standards.

Managers and those involved in recruitment and selection will receive additional training on unconscious bias, fair recruitment practices, and reasonable adjustments. Training will be refreshed periodically to ensure that all staff remain aware of their responsibilities and the organisation's expectations.

3.5 Representation and Monitoring

Test TS Business recognises that meaningful equality requires not only the absence of discrimination but also active steps to ensure fair representation across the organisation. We

will monitor the diversity of our workforce by protected characteristics in relation to recruitment, promotion, pay, disciplinary action, and exit from the organisation.

Monitoring data will be reviewed annually to identify any patterns that may suggest discrimination or under representation of particular groups. Where patterns are identified, the organisation will investigate the underlying causes and implement action to address them. This may include targeted recruitment, mentoring programmes, or other measures designed to remove barriers and promote equality.

3.6 Procurement and Supplier Standards

Test TS Business will work with suppliers and contractors who share our commitment to equality and fair treatment. We will incorporate equality and diversity principles into procurement processes and will expect partners to uphold standards that are consistent with this policy.

4. Responsibility and Review

4.1 Organisational Responsibility

The senior management of Test TS Business is responsible for implementing this policy, allocating appropriate resources, and ensuring that equality and diversity is integrated into all aspects of the organisation's operations and decision making.

All managers are responsible for promoting equality and diversity within their teams, for setting a positive example through their own conduct, and for taking prompt action if they become aware of breaches of this policy.

All employees are responsible for understanding and adhering to this policy, for treating colleagues and others with dignity and respect, and for reporting concerns where they arise.

4.2 Policy Review and Revision

This policy will be reviewed annually on 17/07/2027 and at other times if circumstances warrant. The review will consider whether the policy remains effective, whether the organisation is meeting its equality and diversity objectives, whether there have been changes in relevant legislation or best practice guidance, and whether any amendments are necessary.

Any revisions to the policy will be communicated to all staff, and appropriate training will be provided where significant changes are introduced.

4.3 Queries and Further Information

Employees with queries regarding this policy or who require further information are encouraged to contact senior management. Test TS Business is committed to providing clarity and support to all individuals to ensure they understand their rights and responsibilities under this policy.

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