



**TIMESING**

HONEST SUPPORT, PRECISE ADVICE.

**EQUALITY, DIVERSITY AND INCLUSION POLICY**



## 1 Introduction

TIMESING is committed to creating and maintaining a workplace that promotes equality, diversity, inclusion, dignity and respect for all individuals.

We recognise that a diverse workforce contributes to innovation, improved decision-making, stronger client relationships and a positive working environment. We are committed to ensuring that all employees, contractors, suppliers, clients and other stakeholders are treated fairly and with respect.

TIMESING will not tolerate unlawful discrimination, harassment, victimisation, bullying or any form of unfair treatment.

This policy applies to all employees, directors, consultants, contractors, agency workers, suppliers and applicants for employment or engagement with TIMESING.

## 2 Purpose

The purpose of this policy is to:

- Promote equality of opportunity throughout the business.
- Prevent unlawful discrimination, harassment, bullying and victimisation.
- Ensure compliance with the Equality Act 2010 and other applicable legislation.
- Foster an inclusive culture where individual differences are respected and valued.
- Ensure employment decisions are based on merit, competence and business requirements.
- Encourage diversity within our workforce and supply chain.
- Provide a framework for raising concerns regarding discrimination or unequal treatment.

## 3 Equal Opportunities Commitment

TIMESING is committed to providing equal opportunities in all aspects of employment and engagement including:

- Recruitment and selection.
- Terms and conditions of employment.
- Training and development.
- Promotion and career progression.



- Pay and benefits.
- Performance management.
- Disciplinary and grievance procedures.
- Redundancy selection.
- Termination of employment or engagement.

Employment and engagement decisions will be based solely on objective business criteria, qualifications, experience, competence and performance.

## 4 Protected Characteristics

TIMESING will not unlawfully discriminate against any individual on the grounds of a protected characteristic under the Equality Act 2010, including:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race, including colour, nationality and ethnic or national origin.
- Religion or belief.
- Sex.
- Sexual orientation.

We are committed to ensuring that all individuals are treated fairly regardless of any protected characteristic.

## 5 Forms of Discrimination

The Company prohibits all forms of unlawful discrimination including:

### 5.1 Direct Discrimination

Treating an individual less favourably because of a protected characteristic.



## 5.2 Indirect Discrimination

Applying a provision, criterion or practice that disadvantages individuals with a protected characteristic and cannot be objectively justified.

## 5.3 Harassment

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

## 5.4 Victimisation

Subjecting an individual to a detriment because they have raised a complaint or supported another person's complaint relating to discrimination.

## 5.5 Bullying

Offensive, intimidating, malicious or insulting behaviour which undermines or injures an individual.

Any such behaviour may result in disciplinary action or termination of contractual arrangements.

# 6 Recruitment and Selection

TIMESING is committed to fair and transparent recruitment practices.

Recruitment decisions will be based on:

- Skills.
- Qualifications.
- Experience.
- Competence.
- Suitability for the role.

Job advertisements, interviews and selection processes will be designed to encourage applications from suitably qualified individuals without discrimination.

Reasonable adjustments will be made where appropriate to support applicants with disabilities.



## 7 Disability and Reasonable Adjustments

TIMESING recognises its duty to make reasonable adjustments for disabled employees, workers, contractors and applicants where required.

Reasonable adjustments may include:

- Adjustments to working arrangements.
- Adaptations to equipment or technology.
- Adjustments to premises where reasonably practicable.
- Modifications to recruitment processes.

Individuals are encouraged to discuss any support requirements with management so that suitable arrangements can be considered.

## 8 Responsibilities

### 8.1 Directors

The Directors are responsible for:

- Demonstrating leadership and commitment to equality, diversity and inclusion.
- Ensuring compliance with relevant legislation.
- Providing adequate resources to support this policy.
- Investigating allegations of discrimination appropriately.

### 8.2 Employees and Suppliers

Employees and suppliers are expected to:

- Treat others with dignity and respect.
- Support an inclusive workplace culture.
- Comply with this policy.
- Challenge inappropriate behaviour where appropriate.
- Report concerns promptly.

No person associated with TIMESING may engage in discriminatory, harassing, bullying or victimising behaviour.



## 9 Raising Concerns

Any employee, contractor or supplier who believes they have experienced or witnessed discrimination, harassment, bullying or victimisation should report the matter as soon as reasonably practicable.

Concerns should be reported to:

Laila Pacheco (Administrative Director)

All concerns will be treated seriously, investigated appropriately and handled as confidentially as possible.

Individuals who raise genuine concerns in good faith will not suffer retaliation or detrimental treatment.

## 10 Training and Awareness

TIMESING will promote awareness of equality, diversity and inclusion throughout the business.

Where appropriate, training and guidance will be provided to employees and suppliers to ensure they understand:

- Their responsibilities under this policy.
- Relevant legal obligations.
- Acceptable standards of conduct.
- How to identify and report inappropriate behaviour.

## 11 Monitoring

TIMESING will monitor the effectiveness of this policy and will review procedures and practices periodically to ensure they remain fair, effective and legally compliant.

Where appropriate, anonymised workforce data may be reviewed to identify opportunities to improve equality and diversity outcomes.

Any personal data collected for these purposes will be processed in accordance with applicable data protection legislation and the TIMESING Privacy Policy.



## 12 Implementation, Maintenance and Review

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

### This statement has been approved & authorised by:

**Name:** Paschal Walsh  
**Position:** Managing Director  
**Date:** 1 September 2024