

Equal Opportunities Policy

TGSF_100_30f

Contents

1. Introduction	1
2. The Law	1
3. Dignity at Work.....	2
Bullying	2
Harassment.....	2
Conduct.....	3
4. Your Responsibilities.....	4

1. Introduction

- 1.1. Tyler Grange Group Limited (TG) is committed to providing equal opportunities and diversity in employment, and to avoiding unlawful discrimination in employment and against clients.

2. The Law

- 2.1. It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- 2.2. Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
- 2.3. It is generally unlawful to discriminate directly or indirectly, harass or victimise a member of the public based on any of the protected characteristics in the provision of services or goods.



- 2.4. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Dignity at Work

- 3.1. Tyler Grange is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.
- 3.2. Some harassment is unlawful discrimination, and serious harassment may be a criminal offence.

Bullying

- 3.3. Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end. Examples of bullying would include:
 - picking on someone;
 - setting them up to fail; or
 - making threats or comments about someone's job security without good reason.

Harassment

- 3.4. Harassment is unwanted conduct related to relevant protected characteristics, that:
 - has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
 - is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.



Conduct

- 3.5. Conduct may be harassment, whether or not the person behaving in that way intends to offend. Something intended as a 'joke' may offend another person.
- 3.6. Everyone has the right to decide what behaviour is acceptable to them and to have their feelings respected by others. Behaviour that any reasonable person would realise would be likely to offend would be harassment, without the recipient having to make it clear in advance that behaviour of that type is not acceptable to them, e.g. sexual touching.
- 3.7. It may not be so clear in advance that some other forms of behaviour would be unwelcome to, or could offend, a particular person, e.g. certain 'banter'; flirting or asking someone for a private drink after work. In these cases, first-time conduct that unintentionally causes offence will not be harassment, but it will become harassment if the conduct continues after the recipient has made it clear, by words or conduct, that such behaviour is unacceptable to them.
- 3.8. A single incident can be harassment if it is sufficiently serious.
- 3.9. If you think you are being bullied or harassed, you may be able to sort out matters informally. The person may not know that his or her behaviour is unwelcome or upsetting. You may feel able to approach the person yourself, or with the help of someone else at Tyler Grange. You should tell the person what behaviour you find offensive and unwelcome and say that you would like it to stop immediately.
- 3.10. If an informal approach does not resolve matters, or you think the situation is too serious to be dealt with informally, you can make a formal complaint by using Tyler Grange's grievance procedure.
- 3.11. In the case of grievances about bullying or harassment, the normal grievance procedure is modified so that you can choose whether to raise your grievance with your manager or with another manager.
- 3.12. All complaints will be investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged harasser. You will have the right to be accompanied by a work colleague of your choice at any meeting dealing with your grievance. You will be kept informed of the general progress of the investigation and the outcome of any disciplinary proceedings.
- 3.13. Tyler Grange will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible.



3.14. You have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint that you know to be untrue may lead to disciplinary action being taken against you.

4. Your Responsibilities

4.1. Every employee is required to assist Tyler Grange to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

4.2. Employees can be held personally liable as well as, or instead of, Tyler Grange, for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

4.3. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Tyler Grange's ([TGSF_100_028] Disciplinary Procedure). Conduct of this type will often be gross misconduct, which can lead to dismissal without notice.

4.4. All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with Tyler Grange's ([TGSF_100_028] Disciplinary Procedure).

4.5. The policy is applicable to all employees, clients, communities, suppliers and contractors, whether permanent or temporary. The policy applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating to customers and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

4.6. The policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements.

4.7. The publication of a diversity policy enables Tyler Grange to send out a strong message of commitment, both internally and externally.

4.8. This document should be read in conjunction with the following documents:

- TG_100_42 Staff Handbook (Grievance Procedure);
- ([TGSF_100_028] Disciplinary Procedure)
- ([TGSF_100_161] Workplace Harassment Policy);



- ([TGSF_100_162] Sexual Harassment Policy);
- ([TGSF_100_136] Diversity, Equity and Inclusion Policy);
- ([TGSF_100_178] Labour Standards and Human Rights Policy);
- ([TGSF_100_012] TG Code of Ethics); and
- ([TGSF_100_260] Inclusive Hiring Guide).

This policy is updated annually, and forms part of the ([TGSF_100_268] Annual Mandatory Training) at Tyler Grange.

Updated by:

Reviewed by:

A handwritten signature in black ink that reads "lwaldron".

A handwritten signature in black ink that reads "Jon Berry".

Lucie Waldron
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Jon Berry
Managing Director

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