

TUTELA GROUP

POLICY DOCUMENT

EQUAL
OPPORTUNITIES
POLICY



Equal Opportunities Policy

At The Tutela Group, we are committed to creating an inclusive and diverse work environment where every individual is respected and given the opportunity to contribute to our success. We recognize that our employees, clients, and partners come from a range of backgrounds, experiences, and perspectives. Our commitment to equal opportunities underpins our operations in construction, fit out, refurbishment, facilities maintenance, and special projects services.

Equal Opportunities Policy Statement

“The Tutela Group is dedicated to ensuring an environment where diversity is valued, discrimination is not tolerated, and all individuals are provided with fair access to opportunities, career development, and a respectful workplace. We commit to proactive measures that foster inclusion, enhance team collaboration, and drive our collective success.”

Policy Objectives

Promote Equality: Ensure that all employees, job applicants, and stakeholders are treated with fairness and dignity regardless of age, race, gender, disability, sexual orientation, religion, or any other characteristic protected by law.

Eliminate Discrimination: Prevent and

eliminate discrimination, harassment, and victimization in the workplace and during all business activities.

Foster an Inclusive Culture: Cultivate an environment where diversity is recognized as a strength, and all team members feel valued and empowered to contribute.

Enhance Access to Opportunities: Ensure equal access to training, career advancement, and development opportunities across all levels of the organization.

Scope

This policy applies to all employees, contractors, consultants, and job applicants of The Tutela Group. It governs all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination, as well as our interactions with clients, suppliers, and business partners.

Key Principles

Fair Treatment:

- All decisions, including recruitment, promotion, and professional development, will be made based on merit, skills, and performance.
- Harassment, bullying, or any form of discriminatory behavior is not tolerated under any circumstances.
- **Inclusive Practices:**
- We commit to actively promoting an inclusive culture by encouraging diverse viewpoints

and recognizing the unique contributions of each individual.

- Reasonable adjustments will be made to accommodate the needs of employees and job applicants with disabilities.

Training and Awareness:

- Regular training and awareness programs will be provided to ensure that all employees understand the principles of equal opportunities and their responsibilities under this policy.
- Managers and team leaders are expected to lead by example and uphold these standards in all interactions.

Open Communication:

- We encourage employees to raise any concerns related to discrimination or unfair treatment through established channels without fear of reprisal.
- All complaints will be investigated promptly, fairly, and confidentially.

Continuous Improvement:

- The Tutela Group will regularly review and update its equal opportunities practices to ensure ongoing effectiveness and responsiveness to emerging needs.
- Employee feedback is valued and will be used to enhance our initiatives and policies.

Responsibilities

Senior Management:

Provide strategic direction and resources to ensure the effective implementation of this policy.

Foster a work environment where equal opportunities are a core value and priority.

Managers and Supervisors:

Ensure that team practices align with the principles of fairness and inclusivity.

Address and resolve any incidents of discrimination or harassment in a timely manner.

All Employees:

Treat colleagues, clients, and stakeholders with respect and professionalism.

Participate in training sessions and contribute to maintaining a diverse and inclusive workplace.

Implementation and Monitoring

Policy Implementation:

This policy will be communicated to all employees and incorporated into our employee handbook and onboarding materials.

Relevant procedures and processes will be established to support the practical implementation of equal opportunities in our daily operations.

Monitoring and Review:

The effectiveness of this policy will be regularly monitored through internal audits, employee surveys, and performance reviews.

The policy will be reviewed periodically to ensure it remains current with legal requirements and best practices.

Complaint Resolution:

A clear, confidential, and accessible procedure is in place for employees to report concerns or breaches of this policy.

All complaints will be addressed promptly, and appropriate remedial actions will be taken to resolve issues and prevent recurrence.

By adhering to this Equal Opportunities Policy, The Tutela Group reinforces its commitment to diversity, inclusivity, and fairness in every facet of our business. We believe that by embracing diversity and providing equal opportunities for all, we strengthen our organization and enhance our ability to deliver exceptional services.

Issue Date: 17/11/25

Issued By: Robert Taylor

Position: Managing Director

Review Date: 17/11/26

TUTELA GROUP



www.tutela-group.co.uk