

Equality Diversity and Inclusion Policy

TyneRA Ltd trading as Tyne Rope Access

This Equality, Diversity and Inclusion Policy is TRA's Fairness, Inclusion and Respect (FIR) policy. It explains TRA's expectations of fair treatment in recruitment, work allocation, employment, subcontracting and dealings with clients and suppliers. It applies to work, work-related travel, accommodation, events and online communication.

Document control

Reference: TRA-POL-004.2

Policy owner and approver: Allan Duffin, Managing Director

Document coordination: Liam Ingram, Company Secretary

1 Statement of intent

TyneRA Ltd, trading as Tyne Rope Access, will treat people with dignity and make decisions on relevant requirements, competence and evidence. We will not accept unlawful discrimination, harassment, sexual harassment, bullying or victimisation.

We will consider reasonable adjustments and individual circumstances while establishing a safe way to perform the actual role. Safety must be assessed on the facts, not used as a blanket reason to exclude someone. People can raise concerns privately without being penalised for doing so in good faith.

TRA is a small business without a separate HR department. Allan and Liam make or coordinate the relevant decisions, but a small team and an absence of previous complaints do not remove the need to prevent problems and respond fairly.

Signed by Allan Duffin, Managing Director:

A handwritten signature in black ink, appearing to be "Allan Duffin", written over a horizontal line.

Date and effective date: 29 September 2026

Next review date: 26 September 2027

2 Responsibilities

Managing Director. Allan Duffin, as Managing Director, is accountable for this policy and for making sure it is followed throughout TRA. He approves the policy and its revisions, sets the standard through his own conduct and decisions, makes sure concerns are dealt with fairly and promptly, and decides what action to take when the policy has been breached.

Business Manager and Company Secretary. Liam Ingram coordinates this policy, keeps records of concerns, adjustments and decisions, and supports the Managing Director on recruitment and engagement checks. He is also an alternative contact for raising a concern, in particular where the concern involves the Managing Director.

Employees, workers and subcontractors. Everyone working for TRA must follow this policy. That means treating colleagues, subcontractors, clients and members of the public with dignity and respect, not discriminating against, harassing, bullying or victimising anyone, challenging or reporting unacceptable behaviour where it is safe to do so, and cooperating fairly with any enquiry into a concern.

Supervisors and team leaders. Anyone leading a team on site, including the Managing Director, must set expectations of behaviour at the start of a job, deal with inappropriate behaviour at once and report it, and make sure nobody is excluded from safe work, information or opportunities because of a protected characteristic.

Ensuring the policy is followed. TRA will make this policy available to everyone working for TRA and explain its conduct and reporting expectations at induction and when relevant risks change. Concerns will be handled under section 6. Serious or repeated breaches will be treated as misconduct: for employees under a fair disciplinary process, and for subcontractors and suppliers by removal from site or review of future engagement. At each annual review, the Managing Director will consider how the policy is working, including any concerns raised, adjustments made and recruitment decisions, and record the outcome.

3 Fair decisions and recruitment

The Equality Act 2010 framework in Great Britain protects age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The precise legal protection depends on the circumstances and working relationship; TRA's standard of respectful treatment applies to everyone covered by this policy. Check the separate legal framework before work or recruitment in Northern Ireland. [1]

Applicants approach TRA through its website, LinkedIn and recommendations. Selection generally involves a conversation and checks rather than a formal interview process. Set the role requirements and proposed pay or rate on an objective basis before that conversation; explain relevant terms consistently. Assess qualifications only where they are needed for the role.

Allan assesses practical suitability, experience and previous work. Liam may verify and retain documentary evidence. Known, reliable subcontractors may be selected on relevant experience and availability, but familiarity must not become a proxy for prejudice or an unnecessary barrier to a suitable newcomer.

Apply fair criteria to pay, work opportunities, development, performance decisions and ending an engagement. Meet applicable equal-pay obligations. Informal selection does not justify assumptions based on someone's name, appearance, accent, age, family circumstances or other protected characteristic. [1]

4 Adjustments and health information

Invite people to explain any adjustment needed for the recruitment process or work. Discuss the actual barrier and consider changes to communication, equipment, hours, allocation or method, with competent input where necessary. Keep the decision and any useful review point. TRA will meet its reasonable-adjustment duties; do not assume that identical treatment is always fair.

Do not routinely ask applicants for a general health history before an offer. Pre-offer health or disability questions are limited by law, including questions necessary to arrange assessment adjustments or establish ability to carry out an intrinsic job function. After an offer, any fitness or safety questions must still be relevant and proportionate. Health information must not be used to discriminate. [2]

Share only the adjustment or safety information needed by those arranging work. Handle health details under Data Protection and GDPR Policy, TRA-POL-007. A disability or prescribed medication does not itself establish unfitness for a role.

5 Respectful conduct and prevention

Do not make degrading jokes, use slurs, display offensive material, make unwanted sexual comments or advances, intimidate colleagues or exclude them because of a protected characteristic. “Banter” and lack of intent do not excuse harmful conduct. The same standards apply to subcontractors, clients and other site contacts.

TRA will take all reasonable steps to prevent sexual harassment, including considering risks in site hierarchies, client contact, travel, overnight accommodation and work-related events. Explain conduct and reporting expectations at induction and when relevant risks change; provide proportionate information or training and challenge inappropriate behaviour early. This is an active prevention commitment, not an assumption that good relationships are enough. [3]

6 Raising and resolving concerns

Speak to Allan or Liam privately. If the concern involves one, approach the other directly rather than using a shared mailbox. General contact can be made through 0191 447 1788 or hello@tyneropeaccess.com to request a private discussion; both may access that mailbox. If neither can act impartially, TRA will arrange suitable independent assistance. External advice remains available from Acas and the Equality Advisory and Support Service.

Take concerns seriously, consider immediate protection without prejudging the complaint, gather relevant accounts fairly and allow those involved to respond. Keep information restricted to those who need it, explain the outcome as far as confidentiality allows, and offer a review by someone not previously involved where practicable. Do not require someone to confront the person complained about.

Any employment action must follow a fair process and applicable rights. Subcontractor or supplier concerns may require removal from a site or review of future engagement, based on the facts and contractual position. Nobody should suffer retaliation for raising or supporting a concern in good faith. An unproven complaint is not automatically a malicious one. [4]

TRA does not currently run a demographic monitoring programme. Review recruitment decisions, adjustments, concerns and patterns proportionately without collecting sensitive data merely to demonstrate activity. Review this policy annually and after relevant concerns, legal or working changes. Allan approves revisions; Liam may coordinate. The signed effective date governs issue; the DOCX is the master and an issued PDF is the controlled presentation copy.

Revision record

TRA-POL-004.1 — First version. The signed effective date governs issue.

TRA-POL-004.2 — Added Fairness, Inclusion and Respect reference and section 2 (responsibilities, and how adherence is ensured). The signed effective date governs issue.

Sources and references

Authoritative sources checked on 22 September 2026. Apply the current requirements to the actual activity and jurisdiction when reviewing this policy or planning work.

Reference	Authoritative source
1 Fair treatment	GOV.UK preventing discrimination
2 Recruitment questions	GOV.UK discrimination in recruitment
3 Prevention	Acas preventing sexual harassment

Reference	Authoritative source
4 Fair process	Acas disciplinary and grievance Code