

TechByte IT Solutions Ltd.- Equality, Diversity and Inclusion Policy

1. Introduction

TechByte IT Solutions (TBITS) is committed to creating and sustaining an inclusive and diverse workplace where all employees, clients, contractors, and stakeholders are valued and respected. This Equality, Diversity and Inclusion (EDI) Policy reflects TBITS's commitment to the principles of equality, fairness, and respect for all, regardless of their background or characteristics.

TBITS recognises that embracing diversity and fostering inclusion are fundamental to our success as an IT consultancy company and critical to delivering outstanding services.

2. Legal Framework

This policy is designed in accordance with the UK Equality Act 2010, which protects individuals from discrimination, harassment, and victimisation based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In addition, TBITS recognises obligations under other relevant legislation such as the Employment Rights Act 1996, the Human Rights Act 1998, and the Public Sector Equality Duty (where applicable).

3. Scope

This policy applies to all TBITS employees, job applicants, contractors, clients, suppliers, and any other individuals who engage with TBITS in a business capacity.

4. Our Commitment

TBITS will:

- Promote equality of opportunity and foster an environment free from discrimination, harassment, and victimisation.
- Ensure fair treatment for all, creating an inclusive culture that values diversity.
- Comply fully with all relevant legislation concerning equality and diversity.
- Provide training and support to employees to raise awareness and understanding of EDI issues.
- Take appropriate action to address any behaviour or practices that violate this policy.
- Regularly review policies, practices, and procedures to ensure fairness and inclusivity.
- Make reasonable adjustments to accommodate employees with disabilities or other needs.
- Encourage open communication and provide mechanisms for raising concerns related to equality, diversity, and inclusion.

5. Responsibilities

- **Management:**
Managers and leaders at TBITS are responsible for implementing this policy, promoting a culture of respect and inclusion, and ensuring employees are aware of their rights and responsibilities.
- **Employees:**
All employees are expected to uphold this policy by treating colleagues and clients with respect and challenging any discriminatory behaviour.
- **HR Department:**
Responsible for monitoring, investigating, and addressing any complaints related to discrimination, harassment, or victimisation.

6. Recruitment and Selection

TBITS commits to a fair and transparent recruitment process, ensuring candidates are assessed based on merit, skills, and experience without bias or discrimination.

Reasonable adjustments will be made to accommodate candidates with disabilities during the recruitment process.

7. Training and Development

TBITS will provide ongoing training on equality, diversity, and inclusion topics to all employees to support a workplace culture that respects differences and promotes collaboration.

8. Reporting and Resolving Issues

TBITS encourages employees and stakeholders to report any concerns or breaches of this policy promptly. All reports will be treated seriously, confidentially, and investigated thoroughly.

Victimisation of anyone reporting concerns will not be tolerated.

9. Monitoring and Review

TBITS will monitor the effectiveness of this policy through regular reviews and feedback from employees and stakeholders. Changes will be made where necessary to improve our commitment to equality, diversity, and inclusion.

Policy Approval and Review

This policy has been approved by the TBITS Senior Management Team and will be reviewed annually or in response to changes in legislation or organisational needs.

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Next Review Date: 16/06/27