

It is SRL Traffic Systems Limited Managements Systems policy to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, culture, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability.

Through this policy and procedure and the training and development of managers and staff, the Company will do all it can to promote good practice in this area in order to reduce the likelihood of discrimination or harassment occurring.

The Company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee have personal responsibility for the implementation of the policy.

Any instance of doubt about the application of the policy, or other questions, should be addressed to the HR Department, as should any requests for special training.

The Company will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, culture, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability, age or perceived age ("protected characteristics" as per the Equality Act 2010).

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

Where increased pay and/or enhanced benefits are offered to employees based on length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.

The policy applies to job applicants (both internal and external) and all employees whether full time, part time, casual, temporary, seasonal or contract. The policy also applies equally to the treatment of the Company's customers/clients and suppliers.

Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone on grounds of his or her sex, race, marital status, civil partnership status, religion or belief, sexual orientation or age will be unlawful unless it can be justified on grounds of business need.

When establishing criteria for recruitment and promotion into vacant posts, the Company will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason they are necessary.

Employees who are disabled or become disabled in the course of their employment should inform the Company about their disability. Management will then arrange to discuss with the employee what "reasonable adjustments" to his or her job or working conditions or environment might assist him or her in the performance of his or her duties.

The employee will also be encouraged to suggest any adjustments that he or she believes would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate proposals put forward by the employee.

Any member of staff may use the complaints procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment based on disability, sexual orientation, religion or belief or age, then the complaint may be raised directly with HR.

The Company is concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

Where an employee is falsely accused of discriminatory conduct, then he or she may implement the Company's grievance procedure. In this instance, the person who made the false accusation will be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal in the absence of mitigating circumstances.

All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities that they have. The Company guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action may, if appropriate, be taken to redress the imbalance.

This policy will be monitored on a regular basis by the Top Management. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

**This Policy Statement is reviewed annually.**



Mark Eburne  
**Chief Executive Officer**

Dated: 23<sup>rd</sup> August 2024

## Version Control

<b>Version</b>	<b>Release Date</b>	<b>Reviewer</b>	<b>Approval Date</b>
1.1	September 2024	John McLaughlin	August 2024