

Equal Opportunities Policy

Introduction

Advance TRS is committed to providing equal opportunities to all individuals, free from discrimination. This policy outlines the organisation's approach to ensuring equality in all areas of employment, including recruitment, promotion, and workplace practices. It provides guidance to employees at all levels to act fairly and to prevent discrimination on the basis of sex, race, marital or civil partnership status, disability (as defined by the Equality Act 2010), part-time or fixed-term contract status, age, sexual orientation, religion or belief, pregnancy or maternity, and gender reassignment.

Definition of Discrimination

Discrimination can take two forms, both of which must be avoided:

- **Direct Discrimination:** Occurs when a person is treated less favourably than another based on a protected characteristic, such as sex, race, disability, or age.
- **Indirect Discrimination:** Occurs when a provision, criterion, or practice that applies to everyone has a disproportionately negative impact on individuals with a particular protected characteristic, and this cannot be objectively justified. Examples include:
 - Setting age limits for job applicants (e.g., requiring candidates to be under 27 with five years of experience).
 - Requiring technical qualifications that are not necessary for a role.
 - Offering training opportunities exclusively to full-time employees.

Policy Statement

Advance TRS ensures that no job applicant, employee, or contractor is subject to less favourable treatment or disadvantaged by conditions that cannot be justified. The organisation is committed to:

1. Complying with all relevant legal obligations, including the Equality Act 2010 and applicable Northern Irish legislation.
2. Actively promoting equality of opportunity and inclusivity in the workplace.
3. Ensuring that recruitment, training, and promotions are based solely on individual merit and job-related criteria.
4. Recognising the benefits of a diverse workforce and fostering a workplace culture where all individuals feel valued and respected.

Respect for Employees' Rights

Advance TRS respects the fundamental rights of its employees and is committed to:

- Providing equal treatment for all employees, regardless of personal characteristics such as race, nationality, gender, or religion.
- Respecting the personal dignity, privacy, and rights of all individuals.
- Prohibiting any form of forced labour or exploitation.
- Maintaining a workplace free from harassment, bullying, and discrimination.

Advance TRS Ltd.

Advance TRS Ltd. Womersley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR
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- Offering fair remuneration and ensuring compliance with national minimum wage requirements.
- Adhering to regulations on maximum working hours and fostering a healthy work-life balance.
- Supporting employees' right to free association and respecting trade union membership.

Prohibition of Child Labour

Advance TRS strictly prohibits the employment of individuals under the age of 15 or, in countries under the developing country exception of the ILO Convention 138, under the age of 14.

Recruitment and Promotions

The recruitment and promotion processes at Advance TRS are designed to be fair, transparent, and non-discriminatory.

- **Advertising Vacancies:** Job advertisements will be clear, accurate, and accessible to a diverse audience. They will not imply preference for any particular group unless a genuine occupational requirement exists, which will be clearly stated.
- **Job Descriptions:** Role descriptions and specifications will include only the requirements essential for effective job performance.
- **Selection Process:** All selection processes will be based on objective criteria, focusing on the skills, experience, and qualifications relevant to the role. Questions regarding personal circumstances will only be asked when relevant to job requirements and will apply consistently to all candidates.
- **Internal Opportunities:** Vacancies will be advertised internally to ensure all employees have equal access to progression opportunities.

Employment Practices

Advance TRS is committed to:

1. Providing reasonable adjustments for employees with disabilities to support their full participation in the workplace.
2. Allocating duties fairly and ensuring that all employees with comparable roles are treated equally.
3. Offering career development and promotion opportunities based on individual merit, without bias or prejudice.

Regional Compliance: Northern Ireland

Advance TRS ensures compliance with additional legal requirements in Northern Ireland, including:

- **Fair Employment and Treatment (Northern Ireland) Order 1998:** Prohibits discrimination based on religious belief or political opinion.
- **Section 75 of the Northern Ireland Act 1998:** Promotes equality of opportunity for individuals across a range of protected characteristics, including gender, age, marital status, and disability.

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The organisation is committed to upholding these regional standards to ensure fairness and equality for all employees.

Monitoring and Awareness

Advance TRS will:

1. Regularly review this policy to ensure compliance with legislation and best practices.
2. Provide training to all employees to raise awareness of equal opportunities and to prevent discrimination.
3. Monitor the implementation of the policy to identify and address any areas for improvement.

Policy Ownership and Review

This policy is endorsed by the Managing Director of Advance TRS and will be reviewed annually to ensure ongoing relevance and effectiveness. Any updates will be communicated to all employees.

Andy Ridout



Managing Director

January 2026

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