

3.1 Equal Employment Opportunity (EEO)

3.1.1 Workplace Diversity & Respect

Tardis Group is committed to treating all staff with respect and dignity; consequently we strongly endorse a Policy of Equal Employment Opportunity (EEO).

No staff member should ever be subjected to unlawful discriminatory treatment on the grounds of race, colour, gender, sexual preference, age, physical/mental disability, marital status, family responsibilities, pregnancy, religious beliefs, political opinion, national extraction or social origin.

Any form of unlawful discrimination, intimidation, bullying and/or harassment, either directly or via electronic communication, if substantiated, will result in appropriate disciplinary action up to and including dismissal if necessary.

Equal Employment Opportunity (EEO) recognizes that all employment and management practices operate in a way that gives everyone equality of opportunity in the work place. Tardis group endeavours to create such an environment, in which all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

Tardis Group and its employees can be held liable for discrimination and harassment, unless all reasonable steps have been taken to prevent the offence.

3.1.2 Hiring Practices

Tardis Group strictly prohibits any form of discrimination during the hiring process. We ensure that recruitment, selection, and promotion decisions are based solely on merit, qualifications, skills, and characteristics directly related to the performance of the job. We do not discriminate on the basis of race, color, gender, sexual preference, age, physical/mental disability, marital status, family responsibilities, pregnancy, religious beliefs, political opinion, national extraction, social origin, or any other protected characteristic.

3.1.3 Responsibility for Promoting EEO in the Workplace

Managements Responsibility

- Comply with relevant anti-discrimination, equal employment opportunity and affirmative action legislation.
- Ensure that recruitment, selection, promotion and disciplinary decisions are based solely on merit, skills, qualify cautions and characteristics relevant to the performance of work.
- Manage people equitably including making fair decisions and avoiding discriminatory assumptions and bias.
- Maintain a harmonious and comfortable workplace free from harassment of any nature.
- Foster a work environment that encourages individuals to develop to their full potential.
- Provide grievance handling procedures that are accessible to all employees and deal with workplace complaints promptly, confidentially and fairly

All managers are accountable for adhering to the provision of this policy throughout their area of operations and for instituting appropriate programs as necessary. Failure to implement and support EEO may result in discrimination.

Employees Responsibility

- Personal responsibility to adhere to the principles of equal opportunity and maintaining harmony within the workplace.
- Recognise and respect the skills and talents of other staff members
- Act to prevent harassment, discrimination and bullying against others in your workplace
- Respect cultural and social differences among your colleagues and customers