



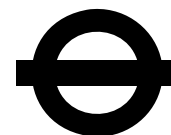
# Equality and Inclusion Policy

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This supersedes any previous policy

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## Equality and Inclusion Policy

### 1. Introduction

Transport for London (TfL) understands the benefits of having a diverse workforce that reflects all of London's diverse communities. TfL values the contribution of all its employees and aims to ensure employees and applicants for employment are treated fairly, equally and with respect and dignity. TfL is committed to ensuring that these values are enshrined through its policies, strategies, processes and practices.

TfL will seek to address inequalities and eliminate unlawful discrimination in the workplace. TfL will continue to embed good equality practice into all of its policies and procedures as an employer and a service provider in line with the Equality Act 2010. This will be done through assessing the equality impact of what it does and putting in place plans to achieve a workforce that reflects the diversity of the community it serves.

### 2. Organisational Scope

Employees of TfL, Docklands Light Railway Limited, Rail for London Limited, London Bus Services Limited, London Buses Limited, Victoria Coach Station Limited who are on TfL employment contracts (Paybands 1-5 and Directors) and those staff on predecessor organisation employment contracts where the individual has transferred to the employment of TfL.

TfL will ensure that employers of anyone engaged through a third party are made aware of this document and ensure that their employees observe it when engaged in TfL work or on TfL property.

### 3. Policy Statement

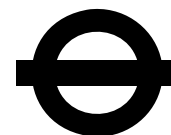
TfL aims to ensure equal and fair treatment without unlawful discrimination in relation to age, disability, nationality, ethnic or national origin, sex, race, religious or cultural belief, sexual orientation or transgendered status.

TfL is committed to working in partnership with external and internal parties to drive forward a strategy to achieve equality of opportunity and eliminate unfair discrimination within the business.

### 4. Requirements

TfL aims to promote equality by recruiting, retaining and developing its workforce based solely on their abilities to undertake their duties and responsibilities. TfL will promote and communicate this document to all employees, temporary staff, agents, contractors, consultants and job applicants. In order to ensure that all managers and employees are aware of their responsibilities around equality, TfL will provide all employees with support and equality related training and development.

TfL will undertake an equality impact assessment (EqIA) on all employment policies and other projects as prioritised in its equality schemes as they are developed. The



purpose of the EqIA is to ensure that TfL meets its obligations to eliminate discrimination in the workplace, in service delivery and to promote equality of opportunity between groups of people. This is done through completing an assessment and identifying actions to minimise any adverse impact on any equality target group.

TfL will develop positive action initiatives to support the proportion of under-represented groups employed at all levels of the organisation. TfL will continue to set employment equality targets to work towards the workforce aspiration of reflecting the London communities we serve. Progress in achieving targets will be monitored on a periodic basis and reviewed bi-annually.

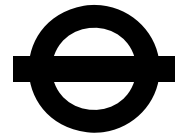
## **Responsibilities**

### **All employees:**

- To display and encourage in others a behaviour that contributes to an environment where everyone is treated fairly, equally and with dignity and respect
- To ensure that their behaviour at work does not discriminate against or harass others
- To comply with this document. Any employee who fails to do so may be subject to TfL's Discipline at Work Procedure, which may result in summary dismissal
- Should make sure they are aware of TfL's approach to equality and inclusion by attending equality training, completing equality e-learning and reading any relevant notices as they are issued

### **All managers and employees with leadership or supervisory roles shall:**

- Be aware of and avoid potential situations which may cause harassment or discrimination
- Promote equality in the workplace, acting as role models
- Not tolerate unlawful discrimination in any form, from any employee or a third party who can affect an employee in their work
- Ensure local practices and procedures comply with this document to ensure that they do not cause unequal treatment
- Ensure that employees are not victimised or treated less favourably at work and, in particular, by reason of any involvement in a complaint of discrimination or harassment
- Implement reasonable adjustments in cases where employees are unable to undertake the full range of activities in their current employment due to a disability
- Demonstrate as an integral element of their professional development that they have undertaken and will continue to undertake, equality training
- Ensure that anyone within their area of responsibility is suitably trained and that they understand their responsibilities relating to equality and inclusion



- Ensure that the requirements outlined in this document are acted on and adhered to in their areas of responsibility and that appropriate, fair and consistent action is speedily taken to deal with any failure to conform to them
- Attend TfL's training programme on Equality and Inclusion keep their knowledge up to date through e-learning and disseminating relevant information that is produced by Group HR

## TfL Group HR shall:

- Develop company policies to eliminate inequality
- Review and monitor the implementation and effectiveness of this document
- Publish annual reports on equality and inclusion statistics

## 5. Support & Advice

Support and advice can be obtained through speaking to your manager or contacting HR Services.

## 6. Ownership and Review

TfL Group Employee Relations and Engagement .

Version 1	Effective 22/01/07	
Version 2	Effective 01/10/10	To take account of the Equality Act 2010

## 7. Related documents

Employees are encouraged to look at this document in conjunction with:

Bullying and Harassment Policy

Discipline At Work Policy

Grievance Policy

Work life Balance Policy