

# Diversity, Equality and Inclusion Policy

## Policy and Principles

We are authentic and passionate in our emphasis on Diversity, Equality and Inclusion being embedded in our culture from the top-down, in all aspects of our business. TPRG is committed to providing equal opportunities within the workplace and we want to eliminate unlawful and unfair discrimination or bias (conscious or unconscious) throughout your employment with us, from the moment you apply for a job, until the day you decide to leave and beyond.

We actively encourage and celebrate applicants and colleagues of all backgrounds, regardless of age, disability or neurodiversity, gender identity, marital status, pregnancy and maternity, parental leave requirements, race (including national or ethnic origin and languages spoken), religion or belief, sex and sexual orientation. We aim for our diverse workforce to be representative of all sections of society, and our customers; we are proud to welcome colleagues from a huge variety of backgrounds, ages, nationalities and ethnic origins, members of the LGBTQIA+ community, and individuals with disabilities.

At TPRG, every individual matters and should feel confident that they do; we aim to provide a space where colleagues feel safe to be their authentic selves. We advocate the benefits for all colleagues in fostering an equitable and inclusive work environment, in order to lower attrition rates and keep colleagues engaged, motivated and fulfilled. This also facilitates a collaborative workforce with diverse growth mindsets, allowing us to develop and progress as a business. Diverse mindsets lead to diverse thinking, and this enables us to maintain our competitive advantage in the ever-changing retail landscape, and meet the needs of all our diverse customers.

All colleagues, whether part-time, full-time or temporary, will be treated fairly, and selection for promotion, training or other pay, bonus or reward benefits will be based on aptitude and ability. All colleagues will be supported and encouraged to develop their personal journey to achieve their true potential whilst working at TPRG, allowing them to thrive in our community of belonging and respect.

We promote a connected, inclusive working environment where harassment and bullying is fundamentally unacceptable and everyone is treated with dignity and respect. We advocate our working environment as being a learning culture of innovation, where all colleagues are listened to, and feel valued, represented and welcomed. This culture of community and belonging is a huge part of who we are at TPRG, and is intrinsically linked to the TPRG Mission Statement, and our Values and Behaviours.

## Equal Opportunities and Recruitment

TPRG is committed to providing Equal Opportunities within the workplace. By adhering to the following, the Company aims to ensure that unlawful acts of discrimination or bias are not committed, and the work environment is free of harassment and bullying:

- Encouraging Equality – Equal job opportunities and fairness for colleagues in the workplace, and job applicants in the screening and recruitment process.
- Minimising the Risk of Discrimination or Bias – Against colleagues, and job candidates who have, or are perceived to have, one or more of the nine protected characteristics under *The Equality Act 2010*, whether visible or non-visible, including; age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Promoting Diversity throughout the recruitment process and employment by valuing and celebrating differences between colleagues whether, for example, because of race, age, religion, gender or sex.

## **Responsibility**

Our Policy is our Promise. Therefore, every colleague is required to assist TPRG in meeting its commitment to provide Equal Opportunities in employment and avoid unlawful discrimination and bias. TPRG has a zero-tolerance policy towards bias, discrimination, bullying and harassment.

We are also supporters of Mental Health Awareness month, and all colleagues complete annual training in order to increase awareness of Mental Health in the business. We also have qualified internal Mental Health First Aiders across the Group, who help to provide further support, guidance and information to colleagues who may be experiencing mental health difficulties.

## **Consultation, Monitoring and Review**

Regular contact and consultation will be maintained with advisory bodies in order to ensure TPRG is up to date and advocating the current best practices in relation to Diversity, Equality and Inclusion. Our Diversity, Equality and Inclusion Policy and all other TPRG Policies and Procedures are reviewed regularly, or if there are corresponding legislation changes.

In our annual Colleague Engagement Survey, we also consistently ask our colleagues for feedback on how they feel TPRG is performing in regards to creating a safe, inclusive, engaged and valued diverse work environment for all, and if there is anything we could improve on. Colleagues can rate us on how we are performing in implementing our TPRG Values and Behaviours as well as Diversity, Equality and Inclusion Practices specifically, and give any comments or suggestions about methods to increase diversity, representation and belonging in the workplace.

## **The Right to Work Flexibly**

TPRG recognises that colleagues have the right to apply for Flexible Working and has a duty to consider each application, treating all requests consistently and fairly. When considering Flexible Working requests Line Managers

will ensure not to discriminate against particular colleagues because of any visible or non-visible protected characteristics under *The Equality Act 2010*.

For further information, please refer to the Group Flexible Working Policy, available in the HR Policy Zone on the TPRG eLearning site.

**A full version of the TPRG Diversity , Equality and Inclusion policy is available for all colleagues**