



Fairness, Inclusion and Respect Policy

Company: InTandem Systems Ltd
Policy Owner: Commercial Director
Review Period: Annually
Effective Date: July 2026

1. Policy Statement

InTandem Systems Ltd is committed to creating and maintaining a working environment where everyone is treated fairly, with dignity and respect, and where diversity is valued. We recognise that a diverse and inclusive workforce contributes to innovation, productivity, employee wellbeing and business success.

We are committed to ensuring that all employees, workers, contractors, suppliers, clients and visitors are treated fairly and are not subjected to discrimination, harassment, bullying, victimisation or unfair treatment.

The Company will promote equality of opportunity and support an inclusive culture regardless of a person's: Age, Disability, Gender reassignment, Marriage or civil partnership, Pregnancy and maternity, Race, colour, nationality or ethnic origin, Religion or belief, Sex, Sexual orientation, or any other characteristic protected by applicable legislation.

Our commitment extends to all areas of our business including recruitment, selection, training, development, promotion, reward, working conditions, procurement and service delivery. This policy applies to all employees, agency workers, subcontractors, consultants and anyone acting on behalf of InTandem Systems Ltd.

This policy supports our obligations under the Equality Act 2010 and reflects our commitment to maintaining positive and respectful working relationships throughout our organisation

2. Objectives

The objectives of this policy are to:

- Promote fairness, inclusion and mutual respect throughout the organisation.
- Ensure equality of opportunity for all employees and applicants.
- Create a working environment free from discrimination, harassment and bullying.
- Encourage diversity of thought, experience and background.
- Ensure decisions relating to employment are based on merit, competence and business needs.
- Meet legal and ethical responsibilities.
- Support employee wellbeing and engagement.
- Foster positive relationships with clients, suppliers, subcontractors and the communities in which we work.

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Registered in England Company No 3435112 VAT No GB699453371





3. Definitions

Fairness

Fairness means treating people consistently, objectively and without bias while recognising individual needs and circumstances.

Inclusion

Inclusion means creating an environment where everyone feels welcomed, respected, supported and able to participate fully and contribute their ideas and skills.

Respect

Respect means valuing others, listening to differing viewpoints and promoting professional behaviour at all times.

Discrimination

Discrimination occurs when a person is treated less favourably because of a protected characteristic or when a policy, practice or behaviour unfairly disadvantages certain individuals or groups.

4. Unacceptable Behaviour

The Company will not tolerate:

- Direct or indirect discrimination.
- Harassment.
- Bullying.
- Victimisation.
- Offensive language or behaviour.
- Intimidation.
- Exclusion from work activities or opportunities.
- Any conduct that undermines an individual's dignity or creates a hostile, intimidating or offensive environment.

Any substantiated breach of this policy may result in disciplinary action and, where appropriate, termination of contracts with suppliers or subcontractors.



5. Responsibilities

Directors

The Directors have overall responsibility for ensuring that:

- Fairness, inclusion and respect are embedded throughout the organisation.
- Adequate resources are provided to implement this policy.
- The policy complies with current legislation and best practice.
- Concerns relating to discrimination, bullying or harassment are addressed promptly and effectively.
- Regular reviews of the policy are undertaken.
- Positive behaviours are visibly demonstrated and promoted throughout the business.

Managers and Supervisors

Managers and supervisors are responsible for:

- Leading by example.
- Promoting inclusive working practices.
- Ensuring employees understand this policy.
- Taking prompt action when issues are raised.
- Investigating complaints fairly and confidentially.
- Ensuring employment decisions are based solely on competence, qualifications and performance.
- Identifying and removing barriers to participation where reasonably practicable.
- Supporting employees who may require reasonable adjustments.

Employees

All employees are responsible for:

- Treating colleagues, clients, suppliers and visitors with dignity and respect.
- Complying with this policy and associated procedures.
- Challenging inappropriate behaviour where safe to do so.
- Reporting concerns regarding discrimination, bullying or harassment.
- Supporting an inclusive and respectful workplace culture.
- Ensuring personal actions do not disadvantage others.

Subcontractors, Suppliers and Visitors

Anyone working with or on behalf of InTandem Systems Ltd is expected to uphold the principles of this policy and conduct themselves in a respectful and professional manner.



6. Recruitment, Training and Development

The Company will:

- Advertise and recruit fairly and consistently.
- Select candidates based on objective criteria.
- Provide equal access to training and development opportunities.
- Support career progression based on merit and capability.
- Consider reasonable adjustments for applicants and employees where appropriate.
- Promote awareness of fairness, inclusion and respect through training and communication.

7. Reporting Concerns

Any employee who believes they have experienced or witnessed discrimination, harassment, bullying or victimisation should report the matter to their line manager or a Director at the earliest opportunity.

All reports will be:

- Taken seriously.
- Treated confidentially where possible.
- Investigated promptly, fairly and impartially.
- Addressed without fear of retaliation.

Employees who raise genuine concerns will not suffer any detriment as a result of doing so.

8. Monitoring and Continuous Improvement

To ensure the effectiveness of this policy, InTandem Systems Ltd will:

- Monitor complaints, grievances and disciplinary matters relating to discrimination or harassment.
- Review recruitment, training and promotion practices where appropriate.
- Seek employee feedback regarding workplace culture and inclusion.
- Consider industry best practice and legislative changes.
- Identify opportunities to improve diversity, inclusion and equality outcomes.

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9. Periodic Review of the Policy

The Directors will review this Fairness, Inclusion and Respect Policy at least annually, or sooner if there are:

- Significant organisational changes.
- Changes in relevant legislation.
- Findings from investigations, audits or complaints.
- Constructionline or client requirements that necessitate amendment.

The review will assess:

- The effectiveness of policy implementation.
- Employee awareness and understanding.
- Reported incidents and outcomes.
- Compliance with legal and contractual obligations.
- Opportunities for continual improvement.

Actions resulting from reviews will be documented and communicated where appropriate.

10. Commitment Statement

InTandem Systems Ltd is committed to building a culture where fairness, inclusion and respect are fundamental to the way we work. We believe that every individual has the right to be treated with dignity and to work in an environment where diversity is valued, differences are respected and everyone has the opportunity to achieve their potential.



Approved By: Wendy Belfield
Position: Commercial Director
Review Date: July 2027