

Equity, Diversity & Inclusion Policy

Level 2 Policy

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Document Owner	Wayne Crawford, Managing Director
Approved By	Wayne Crawford, Managing Director

Version History

Version	Date	Author	Summary of Changes	Approved By
1	13/07/2026	W. Crawford / IMS project	First draft, pending Managing Director review and approval	Pending
2	13/07/2026	W. Crawford	Reviewed and approved by Managing Director — named recruitment/HR decision-makers, strengthened purpose statement, added practical equal-opportunity commitments (shifts/overtime, NHSS training access, progression, client-site conduct), and added cross-references to Grievance/Disciplinary/Recruitment Procedures and Code of Conduct.	Wayne Crawford

1. Purpose

Matrix Traffic Management Ltd is committed to creating an inclusive workplace where every individual is treated with dignity, fairness and respect, and where diversity is recognised as a strength that contributes to safer operations, better decision-making and improved business performance, consistent with the Equality Act 2010.

2. Scope

This policy applies to recruitment, employment, training and promotion at Matrix Traffic Management Ltd, and to the treatment of subcontractors and visitors on Company sites.

3. Policy Statement

3.1 Equal Opportunities

Recruitment decisions are made by the Operations Manager (Brandon Drysdale); promotion, training and reward decisions are made by the Managing Director (Wayne Crawford). All such decisions are made on merit, without regard to age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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- Fair allocation of shifts and overtime
 - Equal access to training, including NHSS Sector Scheme qualifications
 - Equal opportunities for progression into supervisory and management roles

3.2 Preventing Discrimination, Harassment & Bullying

The Company does not tolerate discrimination, harassment or bullying of any kind, by or towards employees, subcontractors or visitors.

- Zero tolerance of discrimination on customer or client sites, in addition to the Company's own operations

3.3 Reasonable Adjustments

Reasonable adjustments are made to support employees and job applicants with disabilities, so far as is practicable given the operational demands of temporary traffic management work.

3.4 Training & Awareness

Managers and supervisors receive awareness of their responsibilities under this policy and the Equality Act 2010.

3.5 Reporting Concerns

Concerns about discrimination, harassment or bullying can be raised confidentially via the Speak Up (Whistleblowing) Policy (MTM-POL-005).

4. Responsibilities

Managing Director (Wayne Crawford)

Holds overall responsibility for this policy, makes HR decisions on promotion, training and reward, and ensures it is embedded in workforce planning.

Operations Manager (Brandon Drysdale)

Handles recruitment decisions in line with this policy's equal opportunities principles.

Supervisors

Treat all staff fairly and address concerns promptly.

5. Related Documents

MTM-POL-016 (Strategic Workforce Plan), MTM-PROC-011 (Grievance Procedure), MTM-PROC-012 (Disciplinary Procedure), MTM-PROC-013 (Recruitment Procedure), MTM-POL-020 (Code of Conduct), MTM-POL-005 (Speak Up (Whistleblowing) Policy), MTM-POL-010 (Training & Competence Policy).

6. Review

This policy is reviewed annually by Wayne Crawford, or sooner following a material change in legislation, accreditation requirements, or the Company's operations.