



*Image by upklyak on Freepik*

# Equalities, Diversity and Inclusion Policy

Last updated: 28 October 2023

## Introduction

TRL Insight is a one-person company and always will be. This policy does not relate to recruitment and employment, as TRL Insight does not recruit or employ anyone.

Instead, this policy governs the way TRL Insight works with others:

- ◆ Clients;
- ◆ Subcontractors;
- ◆ Third parties involved in TRL Insight's projects, and
- ◆ Suppliers.

## Working with clients

In choosing to work with clients, TRL Insight will not discriminate on the basis of protected characteristics under the Equality Act 2010:

- ◆ Age;
- ◆ Disability;
- ◆ Gender reassignment;
- ◆ Marriage and civil partnership;
- ◆ Pregnancy and maternity;
- ◆ Race (including colour, nationality, and ethnic or national origin);
- ◆ Religion or belief;
- ◆ Sex;
- ◆ Sexual orientation

or on any other irrelevant basis. TRL Insight will choose whether to work with clients only on the basis of relevant factors, such as the subject matter of the project, the remuneration for it, the project risks involved, and whether it is in accordance or conflict with the ethos of TRL Insight.

All clients will be treated with fairness, respect and courtesy.

## Working with subcontractors

In choosing to work with a subcontractor for a given project, TRL Insight will not discriminate on the basis of protected characteristics under the Equality Act 2010:

- ◆ Age;
- ◆ Disability;
- ◆ Gender reassignment;
- ◆ Marriage and civil partnership;
- ◆ Pregnancy and maternity;
- ◆ Race (including colour, nationality, and ethnic or national origin);
- ◆ Religion or belief;
- ◆ Sex;
- ◆ Sexual orientation

or on any other irrelevant basis. TRL Insight will choose whether to work with a subcontractor only on the basis of relevant factors, such as availability, skills and experience/suitability for the role, and daily rate.

All subcontractors will be treated with fairness, respect and courtesy.

All subcontractors will be required to adhere to this policy for the duration of the project.

### **Working with third parties involved in TRL Insight's projects**

All third parties involved in TRL Insight's projects – such as interviewees for research – will be treated with fairness, respect and courtesy. TRL Insight will not discriminate against them unlawfully or unreasonably. TRL Insight may not be involved in selecting them, but if we are, we will not discriminate in this selection on any irrelevant basis.

### **Working with suppliers**

In choosing suppliers for goods and services to TRL Insight, TRL Insight will not discriminate on the basis of protected characteristics under the Equality Act 2010:

- ◆ Age;
- ◆ Disability;
- ◆ Gender reassignment;
- ◆ Marriage and civil partnership;
- ◆ Pregnancy and maternity;

- ◆ Race (including colour, nationality, and ethnic or national origin);
- ◆ Religion or belief;
- ◆ Sex;
- ◆ Sexual orientation

or on any other irrelevant basis. TRL Insight will choose suppliers only on the basis of relevant factors, such as availability, the details and price of the goods or services supplied, and the length and details of any contract.

### **Executing projects**

If we encounter discriminatory language, or any action that appears to discriminate on the basis of any protected characteristic, during the course of executing a project, we will challenge it.

Where TRL Insight is advising on services or procedures, we will be mindful of opportunities to improve inclusivity or diversity of representation. Where we identify such opportunities which are relevant to the project, we will raise this with the client.

### **Visually accessible outputs and promotional material**

TRL Insight will consider the needs of readers with visual impairments in all of its outputs and promotional material, for example in:

- ◆ Choice of colours
- ◆ Choice of fonts and point sizes
- ◆ Using alt text/image descriptions, suitable for assistive technology such as screen readers.