

TIDYCO

Our Journey

EQUAL OPPORTUNITIES POLICY



Tidyco Ltd
Unit 2
Pentagon Island
Nottingham Road
Derby DE21 6BW United Kingdom

T: + 44 (0) 1332 851 300
E: enquiries@tidyco.co.uk

www.tidyco.co.uk
www.tidyco.co.uk/store
www.portals.tidyco.co.uk



Quality. British. Engineering.



Join our journey
and socialise with
Tidyco Ltd

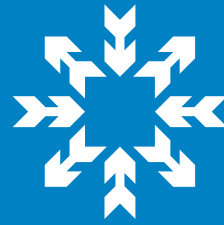
Equal Opportunities

The Company recognises that discrimination in the workplace, in any form, is unacceptable and, in most cases, also unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability.

The following sets down the key points of the policy, any breach of the policy will lead to disciplinary action, which may include dismissal.

- Each and every employee has a duty to observe and apply the policy at all times.
- The policy will be implemented in accordance with the requirements of; the Rehabilitation of Offenders Act 1974, the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976, and the Disability Discrimination Act 1995.
- To ensure that we reach the widest cross section of the community, all vacancies will be advertised through independent media and/or the Internet and/or Employment Agencies as well as being advertised internally.
- We will ensure that no job applicant or employee receives less favourable treatment on the grounds of: race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age or religion.
- Our application form will be as simple and straightforward as possible and we will not ask for unnecessary information.
- Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely on the basis of capability.
- Each and every employee has an obligation to make a positive contribution towards engendering an environment, of equal opportunity, throughout the business.
- The Grievance Procedure is available to any individual who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights, through this channel.

Quality. British. Engineering.



TIDYCO

Our Journey

Equal Opportunities and Ethical Policies Methodology Statement

Mission Statement

To be a major supplier in terms of quality, market position and customer service.

Overview

As an ethical operator Tidyco Ltd believe in the fair treatment of our own workforce and we aim to source our products and services from suppliers that also employ fair working practices and utilise ethical policies throughout their own procurement and production. Wherever possible we advise the use of sustainable products produced by ethical and fair means.

Tidyco Ltd operate a strict Equal Rights Policy in terms of race, gender, religious belief, age as well as sexual orientation.

Auditing Suppliers

Tidyco Ltd are increasingly concerned about the potential environmental and social cost that may occur as a result of organisations in our supply chain behaving in an unethical manner. We are also rightly concerned about the reputation damage that may occur to Tidyco Ltd, our customers and partners. Our policy is therefore to visit our suppliers in order to undertake an audit of their operations. Suppliers new to Tidyco Ltd may be audited before business transactions begin. Should the supplier not reach our ethical standards then we may consider terminating the contract of business.

enquiries@tidyco.co.uk | www.tidyco.co.uk | 01332 851 300



We drive to continuously improve the performance of our customers assets



Join our journey
and socialise with
Tidyco Ltd

Supplier Sustainability Programme :: Education and Training

Tidyco Ltd understands that people are an organisation's greatest asset, and we all know that for an organisation to succeed everyone has to perform well. To achieve this, people need the right knowledge, skills and motivation to work efficiently.

Improved Earnings, Productivity and Profitability

Skilled and motivated people work harder and better, improving productivity.

Customer Satisfaction

Employees become more Customer focused, enabling Tidyco Ltd to effectively meet Customer needs.

Improved Motivation

Motivation is improved through employees' greater involvement, personal development and recognition of their achievements. This leads to higher morale, improved retention rates, reduced absenteeism, acceptance of change, and identification with the Tidyco Ltd's goals beyond the confines of the job.

Reduced Costs and Wastage

Skilled and motivated people constantly examine their work to contribute towards reducing costs and wastage.

Enhanced Quality

Improved motivation and skills base ensures Tidyco Ltd maintains current quality commitments and strives to achieve accreditation wherever possible.

Competitive Advantage Through Improved Performance

Tidyco Ltd believes that increase skills and employee retention gives a competitive edge in the market place.

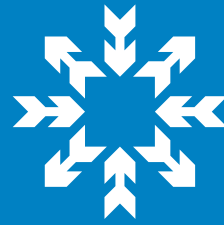
Training and Awareness

Each employee has a training record which identifies all in house training received and the maintenance of this record is governed by our ISO 9001 procedures.

Tidyco Ltd, hold regular group training sessions given by our product manufacturers and suppliers. This ensures that the relevant employee receives the required In line with individual job and task training.

In line with individual job and task training, Tidyco Ltd also hold awareness meetings and seminars to advise employees of all procedural or policy changes.

Quality. British. Engineering.



TIDYCO

Our Journey

Employee Development

Tidyco Ltd holds annual appraisal meetings with all employees giving both the company and the employee a forum to assess their strengths and weaknesses with a view to developing the coming years training plan. This may consist of external instructor led training and certification or in-house training which would be monitored at the monthly one to one meetings.

Career Path

Tidyco Ltd strives for excellence and rewards team members who do the same. Our Career Development Path is based on multi-skills building. Each of our employees, at any level, will be trained on new skills and responsibilities. Not only does this provide Tidyco Ltd's departments for adequate cover for holidays and unscheduled absences, but it also provides a solid foundation for each employee's career development within the company.

The current appraisal process lends itself very well to reviewing the employee's current performance and training requirements and assists the department manager with planning the employees career path.

Department Managers will be expected to provide critical guidance to employees through career mapping. With this process, Tidyco Ltd can collaborate with individuals to set long-term objectives and detail the steps required to accomplish them.

Tidyco Ltd believe that by taking a more structured approach in individual careers it will demonstrate to employees that we care about their advancement potential and want to see them succeed, which will increase their job satisfaction and ultimately their productivity. Employees will be required to list related priorities and qualities they can rank on a scale of one to five, with five indicating the point most important to them.

Values

Employees should write down what matters to them personally when they think about their careers.

Working style

This should cover the types of projects your employees enjoy, the amount of diversity they require in their assignments, how much professional challenge they want, as well as their need for creative outlets and stability.

Strengths & weaknesses

This category should help employees identify areas of expertise as well as skills or qualities they need to improve (which may be potential action items). A rating of "one" would represent a minor strength or weakness while a "five" would indicate a pronounced strength or weakness.

From the appraisal discussions and responses to the above assessment, a list of action items based on current weaknesses or skills gaps will be prepared. Progress will be monitored during the employee's regular monthly one to one meetings.

enquiries@tidyco.co.uk | www.tidyco.co.uk | 01332 851 300



We drive to continuously improve the performance of our customers assets



Join **our journey**
and socialise with
Tidyco Ltd

CORPORATE **SOCIAL** RESPONSIBILITY



- ISO 9001
- H&S Policy
- Method Statements
- Risk Assessments
- Full CSR Policy Manual
- Technical Data Sheets
- CoSHH Sheets
- F-Gas Certification
- Gas Safe
- Safe Contractor
- Rail Alliance Membership
- Pneumatic Cylinder Manufacture Approval
- Community Benefit Plan
- CPD
- Audited to GM/RT2450

Tidyco Ltd takes its responsibility towards the safety of our customers, employees as well as positive impact upon the environment and the communities (local, national and global) within which we operate extremely seriously.

As such, we have developed a comprehensive set of policies, procedures as well as accreditations and best working practices in order to support our Corporate Social Responsibility aims and objectives.

As part of our process for continuous improvement and in conjunction with our QMS (Quality Management System), Tidyco Ltd is accredited to ISO 9001:2008 standards to ensure that our products and services are of the highest quality and specifications for all stakeholders.

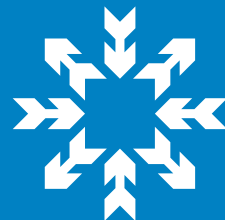
Enhancing the Community.

Tidyco Ltd works in partnership with local authorities and educational establishments to offer a wide variety of apprenticeship schemes and work placements.

Continuous Professional Development:

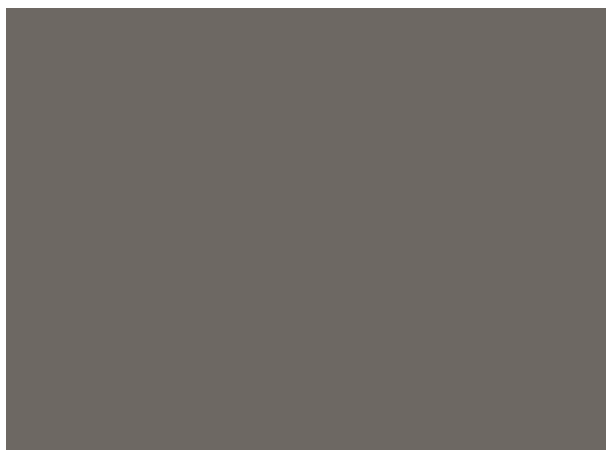
Tidyco Ltd provides CPD (Continuous Professional Development) to all employees to ensure that our customer service remains the best in class to enhance your journey and provide you with the best possible experience. Additionally, you can rest assured that all services and products will be delivered to the highest of industry standards and specifications.

Quality. British. Engineering.



TIDYCO

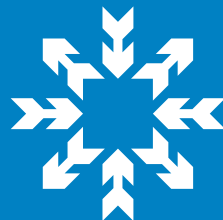
Our Journey



enquiries@tidyco.co.uk | www.tidyco.co.uk | 01332 851 300



We drive to continuously improve the performance of our customers assets



TIDYCO

Our Journey

UNIPART
RAIL



HITACHI
Inspire the Next

SIEMENS

ALSTOM



BOMBARDIER

Tidyco Ltd
Unit 2
Pentagon Island
Nottingham Road
Derby DE21 6BW United Kingdom

T: + 44 (0) 1332 851 300
E: enquiries@tidyco.co.uk

www.tidyco.co.uk
www.tidyco.co.uk/store
www.portals.tidyco.co.uk

Quality. British. Engineering.