

## INCLUSION CHARTER FOR TEMPORARY ASSIGNMENTS

### OUR EDI STATEMENT

TPP – Real people creating opportunity and inclusion for all

### OUR ACTION PLAN

TPP's action plan is centred around Six Pillars of Inclusion

- Training & Development
- Culture/Values
- Supporting our Talent
- Creating Opportunity
- Diversifying the Sector
- Leadership

You can find out more about our action plan [here](#)

Our Inclusion Charter has four clear objectives :-

**Clients and Candidates working together with purpose**  
**Open, honest and transparent communication**  
**Everybody's contribution is equally valued and respected**  
**Supporting a zero-tolerance attitude to work place bullying or harassment**

This includes creating an accepting culture, speaking out against inequality, everyone should feel protected and supported, understanding and respecting an individual's life circumstances.

In order to create safe spaces that foster mutual understanding, respect and growth it is important for all parties to be open, honest and heard, creating a culture of psychological security. Some ways you can do this include:-

Provide your temporary worker with an understanding of your organisation's ethos, values, vision and mission.

Ensure you familiarise the temporary worker with the various areas of the office, to include kitchen, toilets and showers, prayer /quiet rooms if available, health and safety procedures as well as mental health first aiders.

Ensure your temporary worker has a good understanding of resources needed to do their role to the best of their ability including discussing any reasonable adjustments.

Ensure your temporary worker feels respected and included in the working environment.

Ensure your worker knows who they can speak to if they want to discuss anything related to their assignment or working environment, this could be their manager or a dedicated HR contact.

Ensure your temporary worker is made aware of communication channels, policies and/or charters that will allow them to contribute such as Dignity at Work, Equal Ops etc.

Consider a prior email introduction to the team from the hiring manager introducing the new team member, who they are, when they are starting and role they will be covering and how to welcome them to the team. For longer term assignments, consider assigning your temporary worker a buddy that will help with making them feel part of the team or organisation.

Have regular contact with your temporary worker to ensure they feel supported in their temporary role.

Notify TPP of any concerns relating to your temporary worker which may impact on their wellbeing.

Your TPP Consultant is always on hand to support and assist you.