




Equality and Diversity Policy and Procedure

DOCUMENT NUMBER	HRM-POL-013	
REVISION	C4	
REVISION DATE	24/01/2019	
APPLICABILITY	All Staff	
DOCUMENT OWNER	HR Manager	
LATEST REVISION RECORD	AUTHOR	APPROVED BY
	Dawn McKaig, HR Manager	Richard Jennings, Deputy MD
	23/01/2017	23/01/17 

REVISION /REVIEW HISTORY		
REVISION/REVIEW	DATE	DETAILS OF CHANGE/REVIEW SIGNATURE
C2	23/01/2017	New format
C3	14/02/2018	Reporting mechanism added
C4	24/01/2019	Removal of section 11 community Partnerships

1. Purpose

The purpose of this policy is that Securitay Ltd are committed to promoting equality, diversity and inclusion, eliminating discrimination to all job applicants, staff, clients, learners and members of the community served by us. Our aim is that everyone will be treated fairly, openly, honest, with dignity and to respect and value difference irrespective of and regardless of:

- (1) Sex (including marital status, gender reassignment, pregnancy, maternity and paternity)
- (2) Sexual orientation (including civil partnerships)
- (3) Race or racial group (including colour, nationality and ethnic or national origins)
- (4) Religion or Beliefs
- (5) Age
- (6) Caring responsibility
- (7) Disability

2. Scope

This policy is applicable to all Securitay Ltd Staff

3. General Statement

We believe that our policy and practice are a means of maximising the effective use of human resources in out and the employee's best interests.

All members of staff employed by us and all applicants for employment will be given equal opportunity irrespective of their sex, religion/belief, race, age, or marital status in all aspects of employment and training e.g. in the access to posts and in the terms of benefits n which employment is normally available in this organisation. We are committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

The operation of recruitment, training and promotion applies to all individuals will be on the basis of these requirements, and the individuals' ability and fitness to carry out the work.

Staff employed by this organisation shall be made aware of the provisions of this policy. This may be done, for example by means of uploading policy documents in the internal communication system (Parim).

All key personnel involved in management, selection and dealing with the employees shall be given training and guidance in the law and organisational policy, their own personal liability under the law and the nature of discrimination.

4. Definition of Discrimination and Legislation

In this policy 'discrimination' means discrimination where a person is treated less favourably on grounds of disability, sex or marital status, as defined in the Sex Discrimination Act, or on grounds of race, creed, colour or age as defined in the appropriate Acts (see below).

We will take reasonable steps to ensure that we and our staff and associates so not unlawfully discriminate under the Single Equality Bill which came into force in October 2010 and the following Acts that have already been passed:

- (1) The Equal Pay Act 1970
- (2) The Sex Discrimination Act 1974
- (3) The Race Relation Act 1976
- (4) The Disability Discrimination Act 1995

- (5) The Employment Rights Act 1996
- (6) The Humans Rights Act 1998
- (7) The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- (8) The fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- (9) The Employment Equality (Sexual Orientation) Regulations 2003
- (10) The Employment Equality (Religious or Belief Act) Regulations 2003
- (11) The Work and Families Act 2006
- (12) The Employment Equality (Age) Regulations 2006: and
- (13) Any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities and services.

5. Nominated Person

The HR Manager, will nominated as the person responsible for monitoring the effectiveness of the equality and diversity policy with overall responsibility for its implementation and supervision remaining with the Deputy MD.

All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities and analysis made of the sex, race, religion/beliefs or marital status of employees in relation to their employment with this organisation.

Where it appears than any employee or applicants are not being offered equal opportunities, the circumstances will be investigated by management to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable. Appropriate action will be taken where necessary, to redress the effects of any policy or criteria which may be found to have unjustifiably limited the provisions of the equal opportunities.

6. Our Commitment

To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

- Every employee entitled to a working environment that promotes dignity and respect to all. No forms of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all.
- Equality in the workplace is good management practice and makes sound business sense.
- We will undertake planned reviews all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported and agreed by senior management, employees, sub-contractors and customers alike.
- The policy has, and will be reviewed annually against evaluations, feedback and changes to legislation.
- To raise awareness of policies and procedures to ensure that our services are accessible for a diverse range of clients and learners.

- To promote the principles of equality and diversity with clients and learners, partners, subcontractors and recruitment agencies.
- We have found that by putting equality and diversity policies into action we have the benefit not only of compliance with the law, but also enjoy a number of other advantages including:
- Making full use of the talents of all members of the workforce and our candidates. This helps ensure the best return on what is often a costly investment in recruitment and training.
- An improvement in motivation and performance which, in turn, can reduce turnover levels.
- A broadening of the “talent base” which develops people’s abilities faster and further and opens up the potential for new and flexible approaches
- Better two-way communications.
- An improvement in the external view of the organisation, so that talented people outside will want to join it and candidates will be attracted to it.

The implementation of equality and diversity policies stimulates a healthy and more productive atmosphere and creates a better quality of working life.

7. Recruitment and Promotion

Applicants for posts shall be given as much clear and accurate information about opportunities through advertisements, open days, instructions, job descriptions and interviews in order to enable them to assess their own suitability for the opportunity they are applying for. Information about opportunities shall also be placed and prominently displayed where it may reach individuals of all groups.

Recruitment literature shall not imply that there is a preference for one group of applicants. However, in accordance with Sections 47 & 48 of the Sex Discrimination Act 1975, we may encourage persons of one sex only to apply for the vacancies where, during the previous 12 months, the number of persons of that sex employed on particular work is small in comparison with the number of the opposite sex employed on that work by us. However, after encouraging such applications each candidate must be considered on his/her merits and suitability for the post and their membership of an under-represented group shall not influence the appointment.

Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible.

All applicants shall be informed that we encourage equality and diversity. Such information could be conveyed in advertisement an, job descriptions or application forms.

All personnel specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that are convenient rather than necessary, may be discriminatory.

All interviews shall be thorough, conducted on an objective basis and shall deal only the applicant’s suitability for the job and ability to fulfil the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job (for example, where it involves unsociable hours or extensive travel), this should be discussed

objectively without detailed questions based on assumptions about marital status, children and domestic obligation. Questions about marriage plans or family intentions should not be asked, as they could be constructed as showing bias against women. Information necessary for personnel records can be collected after a job offer has been made.

All staff shall be encouraged to discuss their career prospects and their continued training needs and aspirations with their manager.

Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.

We will not discriminate on the basis of sex, marital status, age, religion or disability in the allocation of duties or shifts between staff employed in any grade or grades what comparable job descriptions, except where night work restrictions apply, in which case exemptions may be considered.

Where appropriate and/or necessary, we will endeavour to provide appropriate specific needs of employees, clients and learners which arise from their ethnic or cultural background: gender responsibilities as carers, disability, religion or belief or sexual orientation.

All new employees are given access to the internal communication system whereby they access details of all employment related issues.

8. Staff Training and Development

It is our Policy that we will not discriminate in the provision of training and development of employees.

Appropriate training shall be provided to enable staff to perform their jobs effectively. Such training will make provisions where necessary for individual returning to work following a break for domestic reasons.

9. Client and Learners

Securitay Ltd is an Equal Opportunity Employer. Our clients are entitled to equal treatment irrespective of gender, race, disability, sexual orientation and civil partnership, religion or belief and age, taking into account the diversity of the community that we serve. We feel it is our responsibility to ensure that our clients promote equality and diversity codes of practice to our learners within their organisation. We will promote awareness and are able to offer help and awareness on request.

10. Possible Pre-Conceptions

In the application of this policy, it is essential that managers guard against discrimination on the basis of possible assumptions about individuals because of their sex, race, disability, religion or

marital status poses characteristics which would make them unsuitable for employment. Examples of such assumptions might be:

- Lack of committed to work
- Have outside commitments which would interfere with working or training.
- Possess poor mental/physical ability.
- Produce an anticipated unfavourable reaction of other staff and members of the public.
- Be unsuitable for the job/training because of a feeling that certain types of work are only suitable for a member of the opposite sex or of single status.
- Be unable to supervise be unwilling to undertake training.
- Have poor standards of behaviour/conduct
- Have limitations imposed by so-called traditional female interests and experience.
- We emphasise that discrimination as a consequence of any such pre-conceptions is unacceptable.

Any restrictions which are applied by management and which affect certain groups of staff more than others, may effectively result in indirect discrimination and should be reviewed to determine whether they are necessary rather than convenient and removed if this is not so.

11. Disciplinary Procedure

Any member of staff or associate who does not abide by this policy will be subject to the disciplinary procedures as detailed in the Company Handbook and Securitay Ltd undertake to fully investigate any reported incidents of discrimination by client with whom we work with including learners and employers.

12. Grievance and Victimisation

Particular care will be taken to deal effectively with any complaints of discrimination and sexual harassment which should be perused by application and fully investigated.

13. Monitoring and Reviews

HR Manager, will be nominated as the person responsible for monitoring the effectiveness of the equal opportunity policy with the overall responsibility for its implementation and supervision remaining with the Deputy MD

Securitay Ltd will actively monitor equality and diversity data of our learners to ensure we are recruiting to meet the diversity of our community and that achievement opportunity to equal all.

Securitay Ltd will review the operation of this policy not less that once a year (or more regularly if we identify any non-compliance or changes in legislation). We will take remedial action if we discover non-compliance under this policy or barriers to equality and diversity.

This document sets out our policy. It must be strictly adhered to unless there are legal limitations on employment to particular posts). Disciplinary procedures may be used in the case of a breach of our policy.

14. Reporting Mechanism

You can make a report either orally or in writing. If you have a concern you'd like to report, please contact a member of the senior management team:

- Richard Jennings, Deputy MD: rj@securitay.co.uk / 07976263980
- Michael Smith, Operations Manager: michael@securitay.co.uk / 07920766133
- Dawn McKaig, HR Manager: dawn@securitay.co.uk / 07702557791

Alternatively, you can speak to your line manager, who will escalate this immediately to the HR Manager. All communications will be dealt with in confidence.