



EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT

The Company has a positive commitment to the promotion of a policy of equal opportunities for all current and prospective employees, including disabled persons.

- (a) It is the Company's responsibility to recruit and select the most suitable person for any vacancy it has and to provide every opportunity for all members of staff to progress. Applications for appointments and promotions shall be assessed on suitability, capability and qualifications. Security Solutions (Northern) Ltd will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant Individual abilities and merits.
- (b) No individual shall discriminate, either directly or indirectly, against other employees, job applicants, clients, suppliers or others on the grounds of sex, gender reassignment, marital or civil partnership status, sexual orientation, colour, race, religion, age, ethnic or national origins, religious and political beliefs, disability, membership or non membership of a trade union.
- (c) Security Solutions is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with **Andrew Davies – Director** However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

POLICY APPLICATION

This policy applies to all members of the Company. Discrimination in any way against other employees, potential recruits, clients and clients' staff, suppliers or others on the grounds set out in (b) above may be dealt with under the Company's disciplinary procedure which could result in your dismissal for gross misconduct.

The policy applies to all areas including but not limited to:

- Job advertising

- Treatment during the recruitment and selection process
- Conditions of employment
- Affording access to any benefits, facilities or services
- Training and promotion
- Treatment during disciplinary and redundancy procedures
- Working arrangements

All individuals have a responsibility to uphold the policy while at work and during the course of their work.

This policy shall operate in accordance with statutory requirements and full account will be taken of any Codes of Practice issued by the Equality and Human Rights Commission and other statutory bodies.

Policy Implementation

The commitment to ensure equality is achieved by:

- (a) Seeking to eliminate deliberate discrimination on unlawful or unjustifiable grounds.
- (b) Encouraging managers to take a positive approach towards equality of opportunity in employment.
- (c) Ensuring employees respect the principle of equal opportunity and do not impede implementation of the policy. Overt prejudices and acts of discrimination in breach of the policy may be considered gross misconduct. Action may then be taken in line with the Company's disciplinary procedure.
- (d) Employees are encouraged to inform their Manager if they become aware of any discriminatory practice.
- (e) Monitoring by the Company to ensure that direct or indirect discrimination is not taking place.

In particular the Company will abide by the following principles:

Recruitment and Promotion

The Company will ensure that information about vacant posts is circulated as widely as possible in the circumstances to ensure that it reaches all sections of the community. No recruitment literature or advertisements will imply a preference for any one group of applicants, unless there is a genuine occupational qualification which limits the post to a particular group, in which case this will be clearly stated. Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Job Descriptions and Working Patterns

Job descriptions and/or person specifications will include only those requirements, qualifications and characteristics that are essential or desirable for the effective

performance of the role. It will be made clear which items are essential and which are only desirable. Whilst it is permissible to indicate the standard hours of a job and/or that it is full time, if an employee or applicant wishes to propose some other pattern of work this will be carefully considered and only rejected if it is justified.

Selection

All selection interviews and short listing will be conducted on an objective basis and deal only with the individual's suitability for the job, taking into account their skills and experience. Questions will only be asked during interview about a candidate's personal and domestic circumstances or plans if they relate to the job requirements and will then be asked of all candidates for the post.

Training

Employees will be provided with appropriate training (depending on the needs of the business) to enable them to improve their performance and to achieve the performance standards and targets set for them by the Company.

Disabilities

The requirements of job applicants and existing members of staff who have a disability will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to perform as well as possible during the recruitment process and while employed by the Company.

Opportunities for promotion, access to benefits and facilities of employment will not be unreasonably limited and all reasonable adjustments will be made.

All reasonable measures will be taken to ensure that disabled staff are given opportunity to participate fully in the workplace, in training and career development opportunities.

Harassment

Please refer to the Company's Harassment policy.

Modern Slavery

Under the **Modern Slavery Act 2015**, organisations conducting business in the United Kingdom with worldwide revenues of at least £36 million are required to publish a transparency **statement** describing the steps they have taken in the last financial year to ensure their business and supply chains are free from modern slavery.

Employees will be provided with appropriate training and information of Equalities / modern slavery on induction and refresher training

COMPLAINTS

Any employee who has grounds to believe that they have been the victim of direct or indirect discrimination may submit their grievance in accordance with the Company's grievance procedure.

The Company has a separate harassment policy and any employee who has been subjected to harassment should refer to the complaints procedure within that policy.

Andrew Davies

A.Davies

Director

Security Solutions (Northern) Ltd

March 2021

