

# Equality and Diversity Policy

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**“Diversity: The art of thinking independently together”**

**Malcom Forbes**

T- Class Security will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. It will not discriminate because of any other irrelevant factor and will build a culture that values meritocracy, openness, fairness and transparency.

All employees are responsible for the promotion and advancement of this policy. Behavior, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the Company's disciplinary

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to succeed.

We oppose all forms of unlawful and unfair discrimination or victimization. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

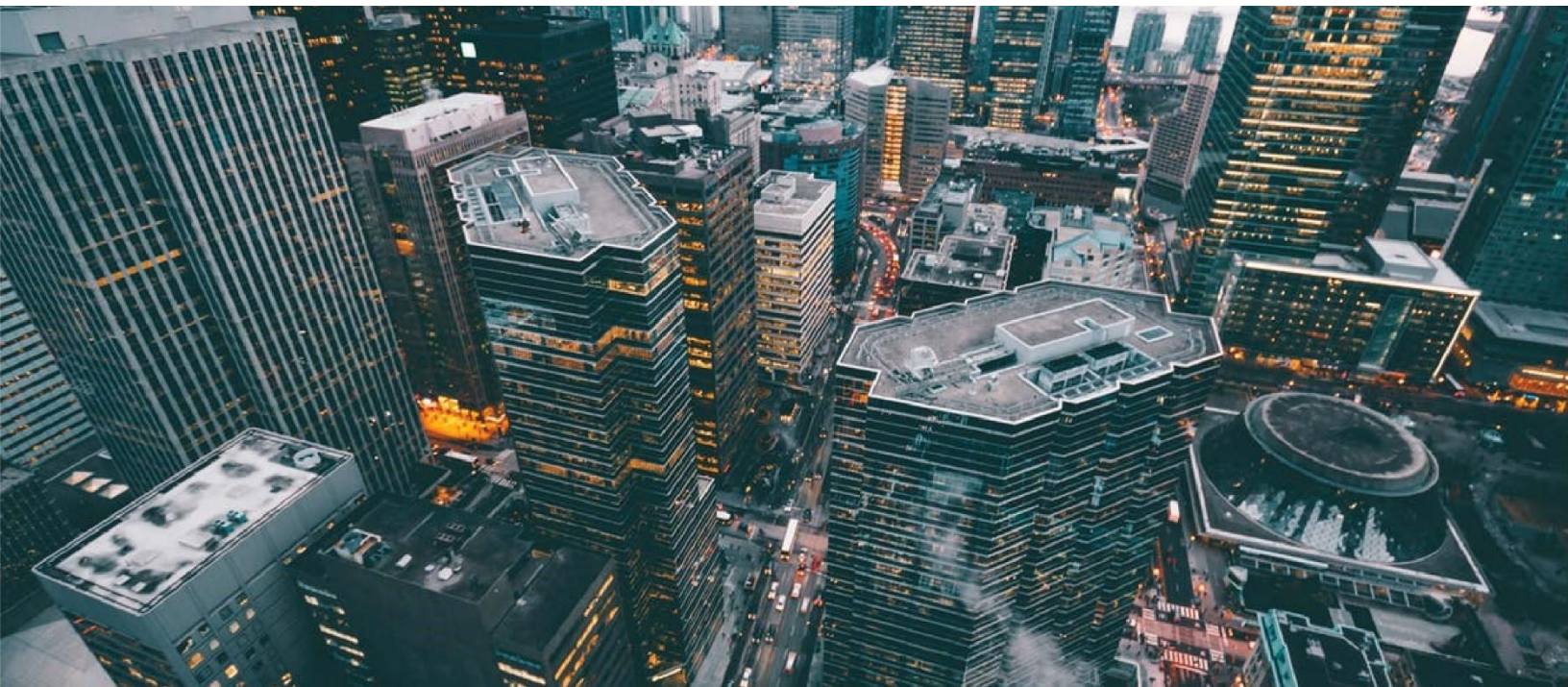
All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the organization.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

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

1. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
2. Training, development and progression opportunities are available to all staff.
3. To promote equality in the workplace which we believe is good management practice and makes sound business sense.
4. We will review all our employment practices and procedures to ensure fairness.
5. Breaches of our equality policy will be regarded as gross misconduct and could lead to disciplinary proceedings and ultimately dismissal without notice
6. This policy is fully supported by senior management
7. The policy will be monitored and reviewed annually





## Of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with Directors / Managers who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that:

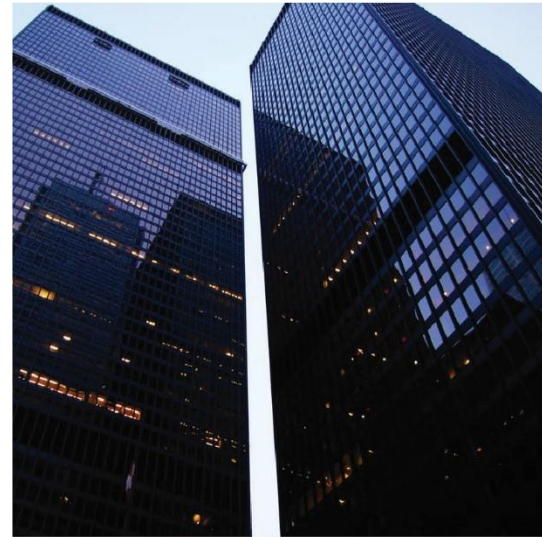
1. all their staff are aware of the policy and the arrangements, and the reasons for the policy;
2. grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
3. Proper records are maintained.

Human Resources / Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

## Of Employee

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

1. comply with the policy and arrangements;
2. not discriminate in their day to day activities or induce others to do so;
3. Not victimize, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
4. Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
5. Inform their manager if they become aware of any discriminatory practice.



**“The price of greatness  
is responsibility.”**

Winston Churchill

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## Third Party Harassment

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. T- Class will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. T-Class will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## Rights of Disabled People

The Company attaches particular importance to the needs of disabled people. Under the terms of this policy, managers are required to:

1. Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
2. include disabled people in training/development program's;
3. Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

## Equality Training

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

## Discipline/Grievance

Employees have a right to pursue a complaint concerning discrimination or victimization via the Company Grievance or Harassment Procedures.

Discrimination and victimization will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

The organization will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalized for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

1. The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
2. The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declares themselves as disabled will also be maintained.
3. There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
4. We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
5. Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
6. The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
7. This policy will be monitored periodically by the organisation to judge its effectiveness and will be updated in accordance with changes in the law.



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