



Policy Contents

1. Purpose
2. The Definition of Equality and Diversity
3. Scope
4. Policy statement
5. Practical Support for a Diverse Workforce
6. Work Life Balance
7. Company Policies
8. Review and Monitoring
9. Responsibility
10. Policy Responsibility



1. Purpose

1.1 Loyal Security is committed to promoting equality and diversity and a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Loyal Security aims to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves. Within this framework Loyal Security specifically refers to measures it has in place to provide equality of opportunity and the facilities that it can provide to its diverse workforce and job applicants.

1.2 Loyal Security is also committed to compliance with relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance. This policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.

1.3 Loyal Security aims to pro-actively tackle discrimination or disadvantage and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing its services.

1.4 However, Loyal Security is also mindful of the provision in discrimination law for the rare circumstances when an organisation may need to justify discrimination rather than have a disproportionate effect. This could be, for instance, where there is a conflict with other legislation that Loyal Security has to comply with or between service needs. In such circumstances Loyal Security is committed to following the required proper assessment and objective justification of any decision in order to demonstrate that the provision, criterion or practice is a proportionate means of achieving a legitimate aim.

1.5 Issues regarding harassment and bullying are covered in the Harassment and Bullying Policy. For issues regarding recruitment refer also to the Recruitment policy.

2. The Definition of Equality and Diversity

2.1 Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

2.2 Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Loyal Security.



2.3 Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.

3. Scope

3.1 This policy applies to direct employees of the Loyal Security, workers (engaged through, or by, an employment agency or bureau and supplied to Loyal Security on a temporary basis), and all job applicants regarding recruitment

3.2 Where Loyal Security's services are provided by external contractors or third parties on the basis of a specification set by the Company, these contractors or third parties are responsible for adhering to the Company's Equality and Diversity Policy whilst providing services on behalf of the Loyal Security.

3.3 This policy applies also to sub-contractors The company will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours. However, if any issues become apparent with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by Loyal Security and raised in the strongest possible terms with the contractor or third party.

4. Policy statement

4.1 Loyal Security is committed to ensuring:

- that existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination
- with regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (includes colour, nationality and ethnic origins)
 - religion and or belief
 - sex
 - sexual orientation



In addition, existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions:

- all employment-related policies, practices and procedures are applied impartially and objectively;
- equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential;
- that Loyal Security works towards achieving a diverse workforce at all levels
- that employees of Loyal Security can work in an atmosphere of dignity and respect.

4.2 The Equality and Diversity policy provides a clear framework for translating our policy into action. It outlines the responsibilities of the directors, managers and individuals to comply with the Equality Act 2010. Both management and employees are strongly committed to its full and active implementation.

4.3 Loyal Security will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping.

4.4 Loyal Security recognises the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting our policy statement.

5. Practical support for a diverse workforce

5.1 As an employer committed to diversity and equality Loyal Security recognises its success depends on creating a working environment which supports the diverse make-up of its staff with supporting policies and procedures to create a framework of assistance.

5.2 Loyal Security's Equality Impact Assessment policy also sets out the process for ensuring Loyal Security takes account of equality considerations which affect its staff and try to minimise or remove disadvantage.

6. Work/life balance

6.1 Loyal Security is committed to employees who have commitments outside work, irrespective of whether they have caring responsibilities. Loyal Security are committed to helping its employees fulfil their potential at work whilst finding the right work/life balance by offering a Flexible Working Hours Scheme and opportunities to job share where appropriate.



6.2 Loyal Security aims to improve the working lives of its employees by having a framework of policies such as the Statutory Right to Request Flexible Working, Special Leave to help with caring responsibilities and domestic emergencies and Career Breaks.

7. Company Policies

7.1 All company policies such as the Recruitment Policy, the training and Development policy, hours of work, etc. are designed to promote equal opportunity and protection against discrimination for all employees.

8. Review and monitoring

8.1 Loyal Security undertakes monitoring that not only meets statutory requirements but also aims for best practice. This is used to inform and improve our employment practices. If through monitoring any discrimination is identified Loyal Security will take corrective action to eliminate it.

9. Responsibility

9.1 All staff have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus staff at all levels must ensure that there is no discrimination in any of their decisions or behaviour. This includes the provision that all staff must:

- report any suspected discriminatory acts or practices;
- not induce or attempt to induce others to practice unlawful discrimination;
- co-operate with any measures introduced to ensure equality of opportunity;
- not victimise anyone as a result of them having complained about, reported or provided evidence of discrimination;
- not harass, abuse or intimidate others.

9.2 However, whilst all staff have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

The Directors are responsible for:

- Providing leadership on the equality and diversity strategy and policy, acting as overall champions to ensure the policy is implemented;
- Communicating the strategy and policy, internally and externally;



Managers at all levels are responsible for:

- Implementing the policy as part of their day-to-day management of staff and in applying employment policies and practices in a fair and equitable way
- Ensuring equality and diversity issues are addressed in performance.
- Ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction;
- Effectively manage and deal promptly when investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit the Loyal Security;

Each employee is responsible for:

- Implementing the policy in their day-to-day work and their dealings with colleagues, readers and visitors;
- Ensuring their behaviour is appropriate to the policy and that they treat people with respect and dignity;
- Not discriminating against other employees or service users
- Notifying their line manager of any concerns with regard to the conduct of other employees, service users, the public or third parties.

Human Resources are responsible for:

- Developing employment policy and strategy on equality and diversity;
- Providing guidance to line managers and staff;
- Supporting managers in investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit the British Loyal Security;
- Monitoring employment policies and practices;
- Championing the issues, internally and externally;
- Facilitating training and development initiatives on equality and diversity, both at corporate and directorate level.

9.3 Non- Compliance with Policy - The Loyal Security will not tolerate any behaviour from staff which breaches our equality and diversity policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; serious offences including harassment, bullying, or victimisation will be treated as gross misconduct and may lead to disciplinary action including dismissal from employment without notice.



10. Policy Responsibility

10.1 Human Resources has the responsibility for ensuring the maintenance, regular review and updating of this policy.

A handwritten signature in blue ink, appearing to be "S. [unclear]".

Managing Director

Date Reviewed: 04/08/2015
Date Next Review: 03/05/2016