

## 1SC GUARDING LIMITED

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### **1. STATEMENT & OBJECTIVES**

1SC Guarding Ltd believes its employees are its most valuable assets and are crucial in achieving competitive advantage, commercial success and its mission of being "First Choice" for customers, shareholders and employees.

1SC Guarding Ltd believes all employees should be treated with utmost dignity and respect and should be partners in accomplishing its goals and sharing in its success.

**Through effective and efficient use of employees, it strives to achieve:**

- Continued profitability and growth
- Satisfaction of employees needs and the creation of a climate conducive to excellence
- Adaptability to internal and external challenges
- Individual, team and organisational development and learning
- Appropriate workforce diversity

### **2. DEFINITIONS**

#### **2.1 PERSONNEL**

"Personnel" mean all staff working within the group, including secondees, part timers and fixed-term contractors.

#### **2.2 EQUAL OPPORTUNITIES & DIVERSITY**

"Equal opportunities" refers to the elimination of unlawful and unfair discrimination against certain groups (by, for example, gender, race, disability, religion or belief and sexual orientation) which have been treated less favourably in the past on the basis of group-based characteristics unrelated to job performance. Ensuring equality of opportunity for all, regardless of background, is a necessary (though not sufficient) condition to achieve diversity.

"Diversity" refers to the broad range of visible and non-visible differences that characterise people and how we can capitalise on these in working towards our goals. Some of these qualities include gender, age, ethnic origin, family status, religion, sexual orientation, disability, domestic circumstances and work style. By understanding, respecting and using these differences, the company recognises it can maximise employee potential and business success through meeting employees' individual needs, improved problem solving, more effectively meeting customer's needs, staying abreast of changing workforce demographics and cost savings.

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### **3 RESPONSIBILITIES**

#### **3.1 EMPLOYEES**

All employees have a responsibility to promote the furtherance of the policy Objectives through appropriate action and behaviour.

#### **3.2 LINE MANAGEMENT**

Line management is responsible for ensuring policy implementation and maintenance, including monitoring, identifying and addressing any deviations from the policy that may occur.

#### **3.3 HR FUNCTION**

By providing specialist expertise and advice, the HR function will guide, facilitate and enable line management to implement, maintain and update the policy on an ongoing basis.

#### **3.4 TRAINING AND DEVELOPMENT**

Through design, development, delivery and review of effective and demand-led programmes, the training and development function will promote policy implementation and development.

### **4 STRATEGY**

#### **The stated objectives of this policy will be achieved through:**

- Designing and developing business-relevant and appropriate personnel policies, procedures and practices.
- Effective personnel planning to ensure that the supply of talented employees matches the demand.
- Attracting and selecting high calibre employees through application of valid, Reliable and fair recruitment and selection methods at all times.
- Ensuring that employees are effectively inducted into the organisation and know the policies, procedures, rules and standards of expected behaviour.
- Fair and just disciplinary, grievance and disputes procedures, avoiding negative conflict and enabling maximum opportunity for prompt resolution.

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- Ongoing performance appraisal is monitored at least monthly via Form GRD 1-6-1 and is considered adequate, appropriate and meets the needs of both the business and the employee.
- Forms GRD 1-6-1 are analysed for their input feedback and actioned accordingly.
- Individual and team efforts are recognised by way of items in the news letter, letters of commendation and financial or other rewards as relevant.
- Encouragement of self learning and betterment as appropriate
- Enabling employees to achieve their full capacity and potential and to give their maximum input towards business goals by providing them with career opportunity and relevant training and development.
- Building a positive and co-operative industrial relations climate based on trust and openness through constructive and collaborative dialogue with employee representatives and recognised trade unions.
- Encouraging effective and efficient communication throughout the Organisation.
- Providing fair and competitive financial and non-financial rewards based on performance, market forces and internal relativities.
- Promoting conditions where innovation, teamwork and total quality can flourish.
- Empowering employees to play an active role in decision-making through Sharing of authority and responsibility wherever possible.
- Staying abreast of business, legislative, technological, economic and societal changes in the UK, Europe and elsewhere to ensure the company adopts up-to-date, best-practise personnel policies and practices.
- **Working towards equal opportunities and diversity by ensuring :**
  - No employee or job applicant receives less favourable treatment on grounds which are not related to the job, e.g., gender, race, age, disability, nationality, etc.
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- Employees abilities, skills, potential and other job-relevant competencies are used in making personnel decisions in recruitment and selection, training and development, Career progression, reward management, etc.
- Employees are valued as individuals and their differences are accepted, respected, understood and utilised to contribute to overall company goals.



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- Employee’s dignity is safeguarded and their work environment is not threatening, offensive or intimidating.
- Attitudes and behaviours adopted by management reflect the company’s commitment to equality of opportunity and diversity and do not discriminate on grounds unrelated to work performance.
- All employees, regardless of their individual background, are provided the opportunity and are encouraged to develop their career through continuous learning and development In line with there own and the company’s needs.
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- Management has access to up-to-date, relevant personnel knowledge, experience, skills and procedures to enable them to demonstrate effective and non-discriminatory staff leadership at all times.
- Family-friendly policies and practises are promoted through developing flexible ways of working, preventing discrimination on family grounds and ensuring the workplace needs of those with families are addressed.

Signed ..... David Jones  
 Managing Director