

Equality & Diversity Policy

Secure-Ops Events Ltd
20 The Maltings
Stanstead Abbotts
Herts SG12 8UU

t: 01920 870999
e: office@Secure-Ops Events.com
w: www.Secure-Ops Events.com



Statement of Policy

The aim of this policy is to communicate the commitment of Director to the promotion of the equality of opportunity within the Secure-Ops Events Ltd. The Company believes that excellence can be achieved by recognizing the value of every individual. We aim to create an environment where everyone is treated with respect and dignity, and where there is equal opportunity and access for all. The diversity of our clients and staff alike are recognised, respected and highly valued. To this end, the Company acknowledges the following basic rights for all employees, prospective employees and others with whom our employees may have dealings:

- To be treated with respect and dignity;
- To be treated fairly with regard to all procedures, assessments and choices;
- To receive encouragement to reach their full potential.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, nationality, ethnic origin, religion, political opinion, sex, marital status, disability, trade union membership, sexual orientation or gender reassignment.

We do this by adhering to all equal opportunities legislation and ensuring that we are fair, objective, transparent and free from discrimination in all of our systems, processes, procedures, activities and decisions. All job applicants, employees and others who work for us are treated fairly and are not be discriminated against on any of the above grounds.

We ensure that the policy is circulated to any external persons responsible for our recruitment. A copy of the policy is made available for all employees and applicants for employment. The policy is also communicated to all labour providers.

The policy is implemented in accordance with all appropriate statutory requirements and relevant codes of practice. We maintain a working environment in which no worker feels intimidated or under threat.

Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. We endeavour through appropriate training to ensure that employees making selection and recruitment decisions, do not discriminate when making these decisions. Promotion and advancement is made on merit and all decisions relating to this are made within the overall framework and principles of this policy.

Job descriptions, where used, is revised to ensure that they are in line with our equal opportunities policy. Job requirements are reflected accurately in any personnel specifications.

All applicants who apply to us for employment receive fair treatment and are considered solely on their ability to do the job. Short listing and interviewing are carried out by more than one person where possible. Interview questions are related to the requirements of the job and are not be of a discriminatory nature.

We recognize that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy helps all those who work for us to develop their potential and the talents and resources of the workforce are utilised fully to maximise the efficiency of the organization.

Equality Act 2010

All employees of Secure-Ops Events, are reminded that the Sex Discrimination Act 1975 renders unlawful certain kinds of Sex Discrimination, and that the Race Relations Act 1976 renders unlawful any discrimination solely on racial grounds.

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine "protected characteristics" in the Equality Act 2010. These are:

Age, Disability, Gender Reassignment, Marriage and Civil Partnership
Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation.

It is not the policy of Secure-Ops Events Ltd to practice sexual or racial discrimination in any form and the purpose of this notice is to bring to the attention of Employees that, "NO PERSON MUST BE DISCRIMINATED AGAINST ON THE GROUNDS OF SEX OR RACE". All applications for employment, promotion, training or other benefits must be dealt with individually and on merit. The Equality Act 2010 makes it unlawful for staff to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Legislative Basis

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved. The relevant acts are:

- Sex Discrimination Act 1975
- Race Relations Act 1976 and 2000 as amended
- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations 2006 Part-time Workers
- Equal Pay Act 1970
- Data Protection Act 1998
- Rehabilitation of Offenders Act 1994
- The Asylum and Immigration Act 1996

Scope of the Policy

Equal Opportunity policy applies to all those who work for or apply to work for Secure-Ops Events Ltd. It also applies to the workers who work with us through our approved labour providers.

The Director has overall responsibility for ensuring the correct application and implementation of the policy. It is everyone's responsibility to ensure the policy is implemented. Any breach of this policy may be treated as a disciplinary offence resulting, if appropriate, in disciplinary action.

All managers and supervisors will have a responsibility to:

- Ensure the non-discriminatory treatment of all job applicants and employees and promote equality of opportunity.
- Identify and remove discriminatory attitudes and practices within the organization.
- Raise the level of employee's awareness of the policy's existence.
- Deal fairly and speedily with any discriminatory issue raised in the course of employment.
- Be aware of the diverse needs of employee and support them appropriately.

All employees have a responsibility to:

- Support this vision and continue to ensure that the principles of equal opportunities and diversity in the workplace are upheld.
- Treat colleagues, customers and clients with dignity and respect.
- Reporting any discriminatory acts or practices
- Not inducing or attempting to induce others to practice any unlawful acts of discrimination
- Not victimising anyone as a result of them having reported or provided evidence of discrimination
- not participating in or encouraging the harassment, abuse, bullying and or intimidation of others

Implementation

The Director has specific responsibility for the effective implementation of this policy. Manager and supervisor also have responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, and contract or agency workers.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices, (e.g. Induction programs, staff newsletter).
- Obtain commitments from other persons or organizations such as labour providers that they too comply with the policy in their dealings with our organization and our workforce.
- A diverse workplace is promoted and celebrated through our policies and how we operate.
- Ensure that adequate resources are made available to fulfil the objectives of the policy

Monitoring & Review

We have established appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy are reviewed regularly and are updated in accordance with new legislation introduced which needs to be reflected in the policy.

Complaints

Any complaint are taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure which is detailed out in staff handbook and is communicated at time of Company Induction training. Copies of the staff grievance policy can be obtained from the Human Resources Department.

Definitions

Discrimination takes two forms:

Direct or Indirect

Direct discrimination is when one person receives less favourable treatment than another person because of a protected characteristic. For example, if a company offers a lesbian couple cheaper labour rates because they are not heterosexual, this constitutes direct discrimination on grounds of sexual orientation.

Indirect discrimination is when there is a condition, rule, policy or practice that applies to everyone but which particularly disadvantages people who share a protected characteristic. For example, a company might say in their dress code policy 'no hats or other headgear' to use while on job to existing or perspective employees. If this rule is applied, then Sikhs, Jews, Muslims and Rastafarians who may cover their heads as part of their religion will not be allowed to work. Additionally, unless the company can objectively justify using the rule, this would amount to indirect discrimination.