

# Equality and Diversity Policy

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## Background

Churches Fire Security Ltd is an equal opportunities employer. We are committed to ensuring, within the framework of the law, that our workplace is free from unlawful or unfair, direct or indirect, discrimination on the grounds of sex, marital status, sexual orientation, age, race, religious belief, ethnic or national origin, trade union membership or non-membership, or disability.

It is our policy to afford equal treatment to all existing and potential employees and to promote equality of opportunities.

We have decided that the Company should adopt the approach set out below in dealing with discriminatory issues. It is important that all employees recognise discrimination and bring to the attention of management anything that may inadvertently be discriminatory.

Any employee considered to be discriminating against any other person will be dealt with in accordance with the Company's disciplinary procedure.

## Our Commitment

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- The commitment to diversity and equality in the workplace is good management practice and makes sound business sense
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by the Managing Director, Directors and Senior Management
- The policy will be monitored and reviewed annually
- Implementation will include reviewing how we recruit, train and also how we treat our staff during the 1-2-1 and appraisal process. We will also implement anonymous staff surveying to ensure your right to reply.

Churches Fire Security Ltd believe, strongly, that a diverse and creative workforce enhances our ability to service our wide ranging customer base. We therefore encourage the employment of people from a wide range of social, economic and academic backgrounds. We feel the 'flavour' of Churches Fire Security Ltd is enhanced with our eclectic and interesting workforce. We celebrate the differences in each other.

## How can you recognise discrimination?

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even unintentionally.

Indirect discrimination occurs where the individual's employment is subject to a condition which one sex or race/nationality finds more difficult to meet than another although it might appear that the condition has no discrimination.

Disability discrimination occurs where an individual is disadvantaged in employment or during recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments to the working practices or physical environment.

Victimisation occurs where an individual is treated less favorably than their colleagues are because they have taken action to assert their statutory rights or assisted a colleague with information in that regard.

## **Implementing the Policy**

Recruitment and selection will be made on the basis of fair and objective criteria. The Company's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The needs of job applicants and existing employees who have a disability will be monitored to ensure that, wherever possible, reasonable adjustments are made to enable them to enter into or remain in employment with us.

Promotion opportunities, training and other employee benefits will be considered without discrimination.

Person and job specifications shall be limited to those elements, which are necessary to do the job effectively.

All employees have a right to equality or opportunity and a duty to ensure that right is given to other employees by implementing this policy.

Employees who do not act in accordance with this policy will be deemed to be in breach of their terms and conditions of employment and will be dealt with in accordance with the disciplinary procedure. Anyone who believes that he or she may have been a victim of discrimination or in any way disadvantaged on discriminatory grounds is entitled to raise the matter through the Company's grievance procedure.

If you have any queries or concerns, they should be addressed to your manager.

## **Monitoring and Review Arrangements**

The Company will regularly monitor its policies to ensure that it pursues an effective policy of equal opportunity.

## Rehabilitation of Offenders

It is the Company's policy not to discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act it is unlawful to refuse, to engage or to dismiss on the grounds of a spent conviction. A conviction becomes spent after a period of time that runs from the start of the sentence. It is the Company's policy to comply with the Act where staff do not have any contact with those deemed "vulnerable" under the act. Project Managers and Technicians will be omitted from this policy due to the type of work undertaken and the requirement of specific key customers. If any of these staff groups are convicted or have a spent conviction surrounding vulnerable groups and/or are on the list 99 register the company reserves the right to terminate employment.

## Equal Pay

The Company acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Equal Pay Act and is enforceable under UK Law.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.

The Company will review existing and future pay policies and structures and continue to monitor the impact of such policies and structures.



Lorna Hayes COO  
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