Equality, Diversity and Inclusion Policy

Date	Author	Summary of changes
06/06/2024	HR	More descriptions added, change of examples and reporting separated out. Table of changes added to policy.
28/05/2025	BECCRE	Policy Review
10/09/2025	CARBOO	Added full company name if first line and Amy's name under the signature
16/06/2026	MEGJAC	Annual review completed. Updated legal references, Disability Confident commitments, harassment prevention wording, rehabilitation of offenders section, screening policy alignment and equal pay provisions.

Background & Ethos

People are what makes the Churches Fire Security Group a successful and dynamic organisation, and we celebrate being an equal opportunities employer. We are committed to ensuring, within the framework of the law, that we safeguard an inclusive environment and that our workplace is free from unlawful or unfair, direct or indirect, discrimination.

It is our policy to afford equal treatment for all existing and potential colleagues and to promote equality of opportunities. We champion the ability to recognise, respect and value people's differences.

As a Disability Confident employer, we are committed to attracting, recruiting, retaining and developing disabled colleagues and candidates. We will support disabled applicants and colleagues by considering reasonable adjustments, removing unnecessary barriers and promoting an inclusive working environment.

This policy applies to all colleagues, agencies and contractors.

Diversity

Diversity is all about acceptance and respect. It means understanding that each of us is unique and recognising our individual differences.

Here at the Churches Fire Group we treat all our colleagues as individuals, allowing them to be themselves regardless of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

We also recognise and value wider differences and life experiences, including culture, educational background, caring responsibilities, political opinion, socio-economic background and physical appearance, where these are relevant to creating an inclusive workplace.

Inclusion

An inclusive workplace culture is one where everyone feels they belong and feel safe to be themselves and that their contribution matters. Policies and practices are fair, and a diverse range of people are supported to work together effectively. Inclusion values everyone's differences to ensure all people are treated fairly. We believe Churches is an inclusive environment where colleagues can thrive.

Equality

To achieve genuine equality, the Company may take lawful positive action where appropriate and permitted under the Equality Act 2010, including proportionate measures to address disadvantage, meet different needs or encourage participation. This may include action to support:

- Equal access
- Equal opportunities
- Equal treatment
- Equal resources
- Equal outcomes
- Equal impact

We have decided that as an organisation we will adopt the approach set out below in dealing with discriminatory issues. It is important that all colleagues recognise discrimination and bring to the attention of management anything that may inadvertently or deliberately be discriminatory.

Any colleague considered to be discriminating against, harassing, victimising or bullying another person will be dealt with in accordance with the Company's Disciplinary Procedure.

Our commitment

- Every colleague is entitled to a working environment which promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- The Company will take reasonable steps to prevent sexual harassment at work, including setting clear standards of behaviour, providing appropriate training, encouraging reporting, investigating concerns promptly and taking action where needed.
- Ensure all colleagues undertake Equality, diversity, and inclusion training.
- The commitment to diversity and equality in the workplace is good management and business practice.
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings, under the Disciplinary Procedure.
- This policy is fully supported by the CEO, Directors and Senior Management.
- The policy will be monitored and reviewed annually to ensure fairness and take account of changes in the law.
- Implementation will include reviewing how we recruit, train and treat our colleagues. We will also use anonymous colleague surveys where appropriate to give colleagues the opportunity to share feedback.
- We are committed to providing each colleague with an equal chance to succeed in their role and their work.
- All consultants, suppliers and associates will be treated fairly and in accordance with the terms of this policy.
- We aim to create an environment that celebrates individual differences and recognises the contributions of all team members at all levels.

The Churches Fire Group strongly believes that a diverse and creative workforce enhances our ability to service our wide-ranging customer base. Therefore, we encourage the employment of people from a wide range of social, economic and academic backgrounds. We feel the identity and culture of Churches is enhanced with our eclectic and diverse workforce. We celebrate the differences in each other.

How can you identify discrimination?

Direct discrimination (when someone is treated unfairly because of a protected characteristic) occurs where someone is put at a disadvantage on discriminatory grounds in relation to their employment. Direct discrimination may occur unintentionally.

An example of direct discrimination would be:

- Someone is not offered a promotion because they are over 50, and the position is offered to a younger less qualified colleague.

Indirect discrimination occurs where a policy, practice, rule or requirement applies to everyone but puts people who share a protected characteristic at a particular disadvantage, and the requirement cannot be objectively justified as a proportionate way of achieving a legitimate aim.

An example of indirect discrimination would be:

- A minimum height requirement for a job where height is not relevant to carrying out the role.

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

Examples of reasonable adjustments may include:

- Providing reasonable adjustments during recruitment, interview and onboarding processes.
- Providing the right type of phone for colleagues who use a hearing aid.
- Arranging for an interview to be held on the ground floor for a candidate that uses a wheelchair.
- Adjusting duties, equipment, working arrangements or communication methods where reasonable and appropriate.

Victimisation occurs where an individual is treated less favourably because they have done, intend to do, or are believed to have done a protected act, such as raising a discrimination concern, supporting a colleague's complaint, giving evidence or alleging that this policy or equality legislation has been breached.

Harassment is unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Sexual harassment is unwanted conduct of a sexual nature which has that purpose or effect. Harassment and sexual harassment will not be tolerated and should be reported promptly.

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.

Our recruitment partners are expected to uphold the same standards as detailed in this policy throughout the selection and recruitment process. Where a candidate tells us they are disabled, or where we become aware that reasonable adjustments may be needed, we will consider reasonable adjustments at each stage of the recruitment process. This may include adjustments to application methods, interviews, assessments, communication, workplace access or onboarding arrangements.

We will always lead by example and demonstrate best practice within our organisation, holding ourselves accountable to the same high standards we expect from others.

The needs of job applicants and existing colleagues 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 colleague benefits will be considered without discrimination and based solely on merit, subject only to any necessary and lawful exceptions or positive action permitted under the Equality Act 2010.

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

All colleagues have a right to equality of opportunity as well as a duty to implement this policy. We will support this by providing appropriate training to managers and colleagues.

Your responsibilities

Everyone within the Churches Fire Group has the responsibility to be respectful to all other colleagues.

How you can help create an inclusive workplace:

- Not everyone will have the same views and opinions, so try to understand other people's perspectives and help them to understand yours.
- Take responsibility for your own actions.
- If you notice inappropriate behaviour, challenge, or report it.
- If challenging others, do so in a respectful way.
- Respect the confidentiality of colleagues and customers.
- Deal ethically and lawfully with all customers, colleagues and suppliers, and treat them with respect.

Rehabilitation of offenders

The Company will not discriminate unfairly against applicants or colleagues because of a spent conviction, in accordance with the Rehabilitation of Offenders Act 1974 and any relevant exceptions.

Where a role requires criminal record, safeguarding, security or customer-specific vetting checks, these will be carried out fairly, proportionately and only where appropriate for the role. Any information disclosed will be treated confidentially and considered in line with the nature of the role, legal and customer requirements, safeguarding obligations, security standards and the Company's Safeguarding, Screening and Vetting Policy.

A criminal record or screening concern will not automatically prevent employment or continued employment. Each case will be considered on its individual circumstances, including the relevance of the information, the nature of the work, the time elapsed, any evidence of rehabilitation and whether reasonable alternatives can be considered.

Equal pay

The Company acknowledges that men and women are entitled to receive equal pay for equal work, without bias on the grounds of sex. This right is set out in the Equality Act 2010 and is enforceable under UK law.

All reasonable steps will be taken to ensure that colleagues receive equal pay for like work, work rated as equivalent and work of equal value.

Equal pay rights may apply to:

- Employees
- Workers
- Apprentices
- Agency workers
- Full-time, part-time and temporary colleagues
- Self-employed people who are hired to personally do the work

Equal pay law applies to contractual terms and conditions, as well as pay.
If you believe you are not receiving equal pay, you can use a question and answer process. To start this process, you should send your manager a written statement. In the statement, you should:

- explain what happened
- explain why you think you have not received equal pay or equal contractual terms and conditions
- ask your employer any relevant questions

Sending your employer a statement can help them investigate what happened before answering your questions.

Using this process may help resolve the issue without the need to make a claim to an employment tribunal. However, if you feel your concerns have not been resolved, you can raise a formal grievance or make a claim to an employment tribunal.

Reporting

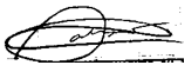
If you believe you have witnessed or experienced discrimination, harassment, sexual harassment, victimisation, bullying or any other conduct that is inconsistent with this policy, you should report this to your line manager in the first instance.

If you do not feel able to raise the matter with your line manager, or if the concern relates to your line manager, you may raise it with another manager or Human Resources.

Anyone who believes they have been discriminated against, harassed, victimised, bullied or otherwise disadvantaged on grounds connected to this policy is entitled to raise the matter through the Company's Grievance Procedure. All concerns will be treated seriously, handled sensitively and managed as confidentially
as possible. The Company will investigate concerns promptly and take appropriate action where required.

Colleagues who do not act in accordance with this policy may be deemed to be in breach of their terms and conditions of employment and may be dealt with under the Company's Disciplinary Procedure.

If you have any queries or concerns about this policy, they should be addressed to your manager or Human Resources.

Signed 

Name Amy-Jayne Calder

Position: HR Director

Date: 25th June 2026