

# EQUALITY, DIVERSITY & INCLUSION POLICY

## 1. Policy Statement

Secure Team Security Ltd is committed to fostering a workplace and service environment that promotes equality, values diversity, and encourages inclusion.

We are dedicated to creating a culture where all individuals are treated with fairness, dignity, and respect. Discrimination, harassment, victimisation, or unfair treatment of any kind will not be tolerated.

We aim to go beyond minimum legal compliance and actively promote inclusive practices across all areas of our operations.

## 2. Scope

This policy applies to:

- All employees (permanent, temporary, zero-hours, and part-time)
- Contractors and agency workers
- Volunteers and work placement individuals
- Clients, visitors, and service users
- Recruitment applicants

The policy applies to all company activities including:

- Security guarding
- Key holding and alarm response
- Site operations
- Recruitment and training
- Client engagement

## 3. Legal Framework

This policy aligns with UK legislation including:

- Equality Act 2010
- Human Rights Act 1998
- Employment Rights Act 1996
- Data Protection Act 2018

The Equality Act 2010 protects individuals from discrimination based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## 4. Our Commitments

Secure Team Security Ltd commits to:

### 4.1 Equal Treatment

Ensure that no individual is treated less favourably because of a protected characteristic.

### 4.2 Inclusive Culture

Promote a working environment where individuals feel valued, respected, and supported.

### 4.3 Fair Recruitment

Ensure recruitment, promotion, and training decisions are based solely on merit, qualifications, and business needs.

## **EQUALITY, DIVERSITY & INCLUSION POLICY**

### **4.4 Zero Tolerance of Harassment**

Take prompt action against:

- Bullying
- Harassment
- Victimisation
- Offensive or discriminatory behaviour

### **4.5 Reasonable Adjustments**

Make reasonable adjustments for employees and applicants with disabilities where required.

## **5. Responsibilities**

### **Management Responsibilities**

Management must:

- Lead by example in promoting inclusive behaviour
- Ensure fair and non-discriminatory decision making
- Address complaints promptly and professionally
- Ensure this policy is communicated to all staff
- Review the policy annually

### **Employee Responsibilities**

All employees must:

- Treat colleagues and clients with respect
- Avoid discriminatory behaviour or language
- Report concerns or breaches
- Support a culture of inclusion

Failure to comply with this policy may result in disciplinary action.

## **6. Prohibited Behaviour**

The following are strictly prohibited:

- Direct or indirect discrimination
- Harassment (verbal, physical, visual or online)
- Victimisation of someone raising a concern
- Offensive jokes, language, or material
- Exclusionary behaviour

Intent is not a defence — the impact of behaviour will be considered.

## **7. Complaints and Reporting**

Any individual who believes they have experienced discrimination or harassment should:

1. Report the matter to their line manager or Director.
2. If preferred, follow the Company Grievance or Complaints Procedure.

All complaints will be:

- Treated seriously
- Handled confidentially
- Investigated fairly
- Resolved in accordance with company procedures

No individual will suffer retaliation for raising a genuine concern.

## **8. Monitoring and Review**

Secure Team Security Ltd will:

- Monitor equality practices where appropriate
- Review recruitment and employment practices periodically
- Analyse complaints to identify trends
- Review this policy annually or after legislative change



## EQUALITY, DIVERSITY & INCLUSION POLICY

### 9. Policy Review

This policy will be reviewed annually by the Director or sooner if:

- Legislation changes
- Operational changes occur
- A significant equality-related issue arises

Secure Team Security Ltd is committed to promoting equality, valuing diversity, and fostering an inclusive working environment free from discrimination in accordance with the Equality Act 2010.

**Approved By:**

Wajahat Aftab

Director

Secure Team Security Ltd

This policy was reviewed on 28<sup>th</sup> Jan 2026