



EQUAL OPPORTUNITIES POLICY

Securetask Security Ltd
156 Oxford Street West
Ashton-under-Lyne
Lancashire
OL7 0NB

November 2012

EQUAL OPPORTUNITIES POLICY

1. **Policy Statement:** It is the Company's policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. The Company shall, at all times, strive to work within legislative requirements as well as promoting best practice. The board of the Company's long-term aim is that the composition of our workforce should reflect that of the community and that all workers should be offered equal opportunities to achieve their full potential. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

1.2 This policy is for guidance only and shall be provided to all workers.

2. **To Whom Does This Policy Apply?:** This policy applies to Securetask Security employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at Securetask Security (collectively workers).

2.1 All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, Securetask Security may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.

2.2 The policy statement in paragraph 2.2 applies equally to the treatment of our visitors, clients, customers and suppliers by our workers.

3. **Personnel Responsible for Implementation of Policy:** The board has overall responsibility for the effective operation of Securetask Security Equal Opportunities policy (EOP) and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The board has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Human Resources Department.

3.1 Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of Securetask Security with regard to equal opportunities. To facilitate this process, Managers will be given training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

3.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Human

Resources Department to request training or further advice.

4. Scope and Purpose of Policy: Securetask Security will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status. 'Commercial In Confidence'

4.1 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

4.2 Securetask Security will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities.

5. Forms of Discrimination: Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 4.1. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

6. What is Harassment and Bullying?: Harassment is any unwanted physical, verbal or nonverbal conduct which has the purpose or effect of, affecting a worker's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct is commonly related to sex, sexual orientation, marital status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, disability, HIV positive/AIDS status or age. Harassment generally arises where a worker has made it clear that they find certain behaviour unwelcome and that behaviour has continued unchanged. Harassment can also arise as a result of a single incident provided it is sufficiently serious. It is important to remember that even though the conduct may only be unwanted or offensive to one individual it can still amount to harassment. Our staff are advised to follow our procedures whenever they feel that they may be the subject of any harassment or bullying. All staff should consider whether their actions could be offensive to others.

Examples of harassment might include:

6.1.1 Unwanted physical contact, ranging from touching or brushing against another employee's body to assault or coercing sexual relations;

6.1.2 Unwelcome sexual behaviour such as advances, propositions or pressure for sexual activity;

6.1.3 Continued suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome;

6.1.4 Offensive or intimidating comments;

6.1.5 Suggestions that sexual favours may further an employee's career or that refusal of sexual favours may hinder it;

6.1.6 The display of pictures, objects or written materials that may be considered pornographic or offensive to particular ethnic or religious groups;

6.1.7 Unwanted conduct or conduct that has the purpose or effect of violating an individuals' dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment on the grounds of their sex, race, sexual orientation, disability, religion or age including abuse or insults about appearance or dress;

6.1.8 Insensitive jokes or pranks; and

6.1.9 Shunning an employee, for example, by deliberately excluding him or her from conversation. The list is not exhaustive and other behaviour may constitute harassment.

6.2 Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague. Bullying does not include legitimate and constructive criticism of your performance or behaviour, an occasionally raised voice, or an argument. Examples of bullying include ridiculing or demeaning others, particularly junior colleagues, overbearing supervision and unjustifiably excluding colleagues from meetings/communications.

7. Recruitment and Selection: The Company aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in paragraph 4.1. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

7.1 The Company shall take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups under-represented in Securetask Security. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups. Vacancy advertisements shall include an appropriate short statement on our equal opportunities policy and a copy of this policy shall be sent to those who enquire about vacancies.

8. Staff Training and Promotion and Conditions of Service: Staff training needs will be identified through regular staff appraisals. All workers will be given appropriate access to training to enable them to progress within the organisation. All promotion decisions will be made on the basis of merit.

8.1 Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay, policies and all benefits

offered, such as private medical insurance.

9. Termination of Employment: We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

9.1 We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

10. Disability Discrimination: If any employee is disabled, or become disabled in the course of employment with us, they are encouraged to tell us about their condition. This is to enable us to support them as much as possible. They are encouraged to advise their Line Manager of any reasonable adjustments to working conditions or the duties of any job which is considered to be necessary, or which would assist in the performance of their duties. Line Managers are encouraged to consult with employees and with medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of any job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide employees with information as to the basis of our decision not to make any adjustments.

10.1 The Company continue to monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, the Company will take steps to improve access for disabled workers and service users.

11. Fixed-Term Employees and Agency and Temporary Workers: We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within the Company to ensure that they are accessing permanent vacancies.

12. Part-Time Workers: The Company will monitor the conditions of service of part-time employees and their progression within the Company to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately.

13. Breaches of the Policy: If any employee believes that they may have been disadvantaged on any of the unlawful grounds listed at paragraph 4.1, they are encouraged to raise the matter through the Company's grievance procedure. If they believe that they may have been harassed on any of the unlawful grounds listed at paragraph 4.1, they are encouraged to raise the matter through our grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

13.1 If, after investigation, any employee is proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, they will be subject to disciplinary action.

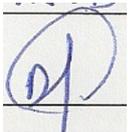
In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Company will always take a strict approach to serious breaches of this policy.

13.2 As this policy applies equally to the Company's workers' relations with visitors, clients, customers and suppliers, if, after investigation, any employee is proven to have discriminated against or harassed a client or supplier they will also be subject to disciplinary action.

14. Monitoring and Revision of Policy

14.1 This policy is reviewed annually.

14.2 We will regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the EOP statement by monitoring the composition of job applicants and the benefits and career progression of its workers. The Company is committed to providing relevant training for all staff on their responsibilities and duties under this policy.



David Farrer, Director
Securetask Security Limited
Dated: November 2012
Review Date: November 2013