



# Equality & Diversity Policy

## Policy Statement

Risk Management Services (Chiltern) Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best while at work.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop to their full potential and the talents and resources of our workforce will be fully utilised to maximise the efficiency of the organisation.

This policy is fully supported by senior management and our commitment is as follows:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- We will take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career management and provision of other benefits are based solely on objective and job related criteria.
- This policy covers all aspects of employment from vacancy advertising, selection, recruitment, and training to conditions of service and reason for termination of employment.



## Discrimination & Definitions:

The law on discrimination is particularly complex. However, in simple terms it is unlawful to discriminate against a person on the following grounds: sex or the fact that an individual is married; race, ethnic or national origins; sexual orientation; religion or belief; disability or age.

There are a variety of different types of discrimination that you should be aware of. These are detailed below and if you observe or become aware of any of them please inform your line manager immediately.

**Direct Discrimination:** This is where someone is treated less favourably from others in the same circumstances due to a particular characteristic.

**Indirect Discrimination:** This is when an employer has a policy, practice or procedure that applies to everyone but might disadvantage a particular group, and which cannot be justified in relation to the job.

**Harassment:** This is when someone is subjected to unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

**Victimisation:** This is when a person is treated less favourably or discriminated against because they have taken action to assert their legal rights or have assisted a colleague in that regard.

**Positive Discrimination:** This occurs when a person is treated more favourably than others in the same circumstances due to any number of factors. This can be legal in certain circumstances.

**Disability Discrimination:** This is if a disabled person is treated less favourably by their employer (or potential employer) because of a reason relating to their disability or health, without a justifiable reason.

**Legal Discrimination:** There are occasions when discrimination may be legally permitted, however, these circumstances are limited and only apply if there is a genuine occupational requirement for an individual to have certain characteristics.

An example of this might be a Security Officer who legally **MUST** hold a valid SIA Licence. If the officer is not able to hold a Licence or has their existing licence revoked then we are able to terminate the individual's employment for that reason.

Depending on the work / requirements of locations sometimes certain fitness requirements may also exist e.g. If a site requires a large amount of walking and the candidate is unable to do this then this can be used to 'discriminate' under the fact that the employee is 'Unfit to carry out the required duties'.



# Equality & Diversity Policy

## Implementing Equality of Opportunity:

We will apply equal opportunity requirements throughout all of its employment practices both pre and post employment. Where ever possible we will follow the ACAS guidelines on handling equality & diversity within the workplace. We will ensure equal opportunities using the following measures.

### Recruitment & Selection

- Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- We will ensure that the local community is encouraged to apply for jobs by circulating those vacancies released for external advertising through local media, job centres, careers offices and/or employment agencies.
- All vacancy advertisements will include an appropriate short statement on equal opportunities.
- Person and Job Specifications will be limited to those requirements, which are necessary for the effective performance of the job.
- All personnel who are involved in recruitment & selection will receive training in the above areas.

### Training & Development

- We will reflect the commitment to equal opportunities through equality of access to training and career development opportunities. These will be made available to all staff.
- Training programmes will be designed to support the aims of this policy. Care will be taken to ensure that all training materials do not stereotype, prejudice or discriminate in any way.
- Training opportunities will be based upon a member of staff's ability, business needs and the availability of appropriate work related courses.
- All new staff will receive induction training. As part of the induction process staff will be made aware of this policy and what it means for them. Existing staff will receive refresher training on this policy and other training as appropriate.

### Adapting Working Practices

We are committed to recognising cross cultural differences and to this end we will aim to respect an individual's needs regarding the observance of their faith such as specific prayer times, however, staff are reminded that they have a duty of care to the site and these activities must not conflict with site requirements e.g. Check Calls / Access Control of Visitors & Staff.



## **Working Environment**

Allegations of harassment or discriminatory action by service users or members of the public will be taken very seriously. All actions should be reported to your line Manager. If justified, action will be taken to support the employee and eliminate the problem.

## **Review of Practices, Policies & Procedures**

We will continually review our employment practices, policies and procedures to identify and remove any barriers to equal opportunities and ensure total legal compliance.

## **Discipline & Grievance**

Any person who feels that they have been treated less favourably than others in the same circumstances has the right to use our Grievance Policy & Procedure to seek redress. All complaints in respect to equality and equal opportunities will be thoroughly investigated and dealt with fairly and consistently.

All staff members have the right to work in an environment, which is free from any form of harassment. Harassment at work in any form is unacceptable behaviour and will not be tolerated. Any individual who considers they have been subject to harassment may take action in accordance with our standard Grievance Procedures.

Discriminatory behaviour, either deliberate or accidental, on any grounds or any breach of this policy will not be tolerated and will result in disciplinary action up to and including dismissal in accordance with our Disciplinary Procedures.

We will maintain confidential records of complaints covered by the scope of this policy and any investigation undertaken.

If required mediation services may be used to help ease tensions or problems between employers. Where appropriate additional training maybe offered in equality & diversity or retraining if failures are observed. This will be compulsory.

## **Communication**

We will communicate this policy effectively to all of our staff. Copies of this policy will be made available at all locations via the assignment instructions. We will ensure that all employees, managers and supervisors are aware of their responsibilities, and will provide training on this policy as required.



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## Responsibilities

Every individual within our organisation has a responsibility to ensure that equality is maintained in everything that we do. However, some specific responsibilities have been detailed below:

- The Managing Director is responsible for making sure that this policy is implemented, monitored and adhered to.
- The Senior Management Team will ensure that all personnel policies, procedures and employment practices do not discriminate in any way and are consistent with this policy.
- Every member of staff is required to support this policy and to ensure that discrimination does not occur in the work place.
- Managers have the responsibility to set the standards of acceptable behaviour expected of staff, and so must act with fairness and equity. All Managers are responsible for implementing fair, non discriminatory practices within their areas and/or departments.

## Monitoring

We will conduct monitoring of both diversity & equality within our organization. This will be conducted via an anonymous survey sent to all of our employees whether full or part time, temporary or permanent workers. The information will be used to check that this policy is being adhered to and that the measures we have in place are adequate. Information on diversity will be used purely for mapping our workforce and to see if there are any underrepresented groups.

### Policy endorsement:

A handwritten signature in black ink, appearing to be "L. King", written in a cursive style.

Managing Director