

## Introduction

Securitas Security Services (UK) Ltd is an equal opportunities employer, committed to the principle of equality and diversity regardless of race, (the definition of which includes colour, nationality and ethnic or national origin), age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, religion or belief, sex and sexual orientation, in accordance with the Equality and Diversity Act 2010.

The Securitas Group wants to:

- be known for our employees: who live Securitas purpose and values, are engaged, experienced, service minded and diverse as well as feel proud and passionate about Securitas Security Services (UK) Ltd.
- be seen as a responsible employer of choice
- achieve diversity and equality by empowering our people to develop their careers regardless of their protected characteristics
- be able to employ the best people from the entire talent pool, regardless of gender, ethnicity, age, disability and background
- have a strong and balanced employee value proposition

The Company applies employment policies, which are fair, diverse, equitable and consistent with the skills and abilities of our employees and the needs of the business so as to create a working environment in which all individuals are able to make the best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our policies will ensure that all employees and job applicants are afforded equal opportunity for recruitment and selection, training and development, promotion opportunities, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedure, and termination of employment.



## Our commitment

- The Securitas Group shall promote a culture of diversity and equal opportunity based on competence, experience and performance and strive for diversity on all levels in the work force.
- Securitas Security Services (UK) Ltd shall treat all employees equally, fairly and with respect, dignity and common courtesy, irrespective of ethnic origin, gender, age, nationality, social background, disability, religion, sexual orientation, trade-union membership, political ideology and/or other characteristics protected by applicable law.
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- As part of Securitas Security Services (UK) Ltd commitment to a diverse and inclusive workplace, Securitas has zero tolerance against discrimination, victimization, harassment and bullying.
- Securitas Security Services (UK) Ltd shall respect the right of all employees to form and join a trade union at their own choice and ensure that the representatives of trade-unions are not subject to discrimination.
- Securitas Security Services (UK) Ltd shall comply with applicable employee related legislation and industrial standards in each country where it is established or represented.
- Securitas Security Services (UK) Ltd shall offer all employees a safe and healthy working environment.
- Securitas Security Services (UK) Ltd does not accept any form of child labour or forced labour.
- Securitas Security Services (UK) Ltd shall endeavour to provide the employees with further education and training to achieve job enrichment.
- Securitas Security Services (UK) Ltd shall give all employees a fair chance to compete for new positions.
- Securitas Security Services (UK) Ltd shall secure that wages, salaries and any related benefits are fair and at least correspond to the minimum level stipulated by law or industrial standard in the relevant country
- Securitas Security Services (UK) Ltd shall ensure equal pay (and other contractual terms) between genders for equal work.
- Managers at all levels in Securitas Security Services (UK) Ltd have a responsibility to create a positive work environment where people are recognized for their achievements and where employees support each other in a collaborative way.
- We will review all our employment practices and procedures to ensure fairness.
- This policy is fully supported by senior management.

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- The policy will be monitored and reviewed regularly.
- Breaches of our equality policy could lead to disciplinary proceedings.

## Responsibilities

### Employee

Employees have a responsibility to accept their personal involvement in the practical application of this policy, specifically in their own actions. Reporting activities that may be deemed discriminatory and ensure that they treat colleagues, managers, clients and other individuals with dignity and respect at all times, Employees should note that failure to adhere to the Equal Opportunities and Diversity policy may leave to disciplinary action being taken and may result in result in personal liability for unlawful discrimination.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's services.

In addition it is the expectation from Securitas Security Services (UK) Ltd that:

- the employee is loyal, ethical, honest, upholds a high degree of integrity and complies with laws and policies applicable in the country it resides,
- that employees are guided by a common set of core values – integrity, vigilance and helpfulness and
- employees in management positions are positive role models and set good examples.

### Management

Must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aim and objectives with regard to Equal treatment and in addition ensure:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

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## HR Director

Has responsibility for reviewing the policy and monitoring of compliance.

## The Executive

The Board has instructed the Chief Executive Officer (“CEO”) to adopt policies, instructions and procedures to implement these principles as well as other principles and guidelines necessary for the group’s day-to-day management within this function.

Overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law and day-to-day operational responsibility has been delegated to Line Managers.

## Procurement

Will provide clear criteria on Equality and Diversity in our pre-qualification, tender and performance monitoring processes for potential contractors and suppliers.

Potential suppliers or contractors may be asked questions in relation to their Equal Opportunities and diversity policies at any point during the procurement process and at any point during the period any goods or services are provided to Securitas Security Services (UK) Ltd by that supplier or contractor in the future.

The promotion of equality within the procurement process will:

- Create a diverse and integrated workforce
- Deliver more responsive and flexible services, promoting social inclusion.
- Encourage other organisations to both promote and practice positive policies on equality.

## Third Parties

Third-party harassment occurs where a Securitas Security Services (UK) Ltd employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Securitas Security Services (UK) Ltd will not tolerate such actions against its staff, and the employee concerned should inform their line manager at once that this has occurred. The Company will fully investigate and take all reasonable steps to ensure such harassment does not happen again.



## Contractors and Suppliers

We consider it a requirement for our partners and organisations that intend to supply goods, works or services on our behalf to have a dedicated commitment to equality and diversity.

It will be necessary for them to be able to demonstrate that steps have been taken to ensure good quality practice and that consideration has been given to provide equality of access to the goods, works services provided.

In regards to contractors or suppliers it is our expectation that:

- Any and all services provided by our contractors or suppliers and delivered in a non-discriminatory way and is supportive of, as well as promotes, equal opportunities and diversity.
- That promotion and delivery of equal opportunities and diversity would extend to staff, clients, partners and the community.
- Services or goods provided are inclusive to all potential users and that reasonable adjustments will be made to ensure access to said services and goods whilst ensuring a high client service standard.
- Any contractors or suppliers are able to demonstrate and evidence their understanding of positive equal opportunities and diversity and the role that it plays within their organisation.

## Scope and purpose

The Company will continue to pursue positive practices aimed at providing equal opportunities for all persons regardless of race age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex and sexual orientation.

The Company is committed to the development of positive policies to promote equal opportunity and diversity in employment regardless of workers' sex, marital status, race,

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ethnic origins, sexual orientation, disability, possible gender reassignment, pregnancy or maternity, religion or belief.

In addition, the Company undertakes to draw opportunities for training and promotion to the attention of all eligible employees, and to inform employees of its commitment to equal opportunities.

Discrimination by or against an employee or third party is generally prohibited unless there is a specific legal exemption.

Discrimination may be direct or indirect and it may occur intentionally or unintentionally as defined below:

- Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics.
- Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage.
- Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.

## Breaches of this policy

If employees believe that they may have been subject to unequal treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex and sexual orientation, must raise these concerns either directly with their line manager or via the Companies Grievance procedure.

If the employee believes none of the above notification channels are appropriate to report their concern or the allegation is of a serious or sensitive nature, or if a complaint is not resolved, it should be reported through one of the following channels of the Securitas Integrity Line:

- Website: [www.securitasintegrity.com](http://www.securitasintegrity.com)
- Telephone number: 0800 032 8483

All complaints will be treated in confidence and investigated in accordance with the relevant procedure.

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Employees who make allegations in good faith will not be victimised or treated less favourably as a result. False allegations, which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Breaches of this policy or any incidents of discrimination or victimisation could lead to formal action in line with the company disciplinary procedure.

Securitas Security Services (UK) Ltd is an equal opportunities employer and will utilise this and its other relevant policies to ensure fairness in all aspects of its organisation.

## Policy and Procedure Review

This policy and related procedures will be reviewed with the GMB and amended from time to time in line with the needs of the business and government legislation.

A handwritten signature in blue ink that reads "Sarah Hayes".

Sarah Hayes

HR Director