SKYE GUARDING
YOUR SECURITY PARTNER

Skye Guarding Policies

Equality, Diversity & Inclusion Policy

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1. Policy Statement

The aim of this policy is to communicate the commitment of Directors and Managers to encouraging equality, diversity and inclusion among Skye Guarding Ltd.'s workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

It is our policy to ensure that all job applicants and employees receive fair treatment regardless of their gender, sexual orientation, race, nationality, ethnic and national origin, disability, age, trade union membership, religious beliefs, work location and working hours. We do this by adhering to all equal opportunities legislation and ensuring that we are fair, objective, transparent and free from discrimination in all of our systems, processes, procedures, activities and decisions.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognize that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organization.

Skye Guarding Ltd - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

2. To Whom Does the Policy Apply

Equal Opportunity policy applies to all those who work for (or apply to work for) Skye Guarding Limited:

- Job Applicants and Potential applicants
- Employees
- Contract workers
- Agency workers
- Trainee workers and students on work experience or placements
- Volunteer employees
- Former employees

3. Commitments

The Managing Director, as diversity champion has overall responsibility for ensuring the correct application and implementation of the policy.

Skye Guarding Ltd commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
   All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
   Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
   Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
   Monitoring will also include assessing how the equality, diversity and inclusion

policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

4. Legislative Basis

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved. The relevant acts are:

- Equality Act 2010
- Race Relations Act 1976 and 2000 as amended
- Disability Discrimination Act 1995 (Repealed by Equality Act 2010)
- Employment Equality (Age) Regulations 2006 (Superseded by Equality Act 2010)
- Part-time Workers (Prevention of less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- Equal Pay Act 1970
- Data Protection Act 2018
- Rehabilitation of Offenders Act 1994
- The Asylum and Immigration Act 1996 as amended in (Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016)

Shahid Chaudhry

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Managing Director

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