



# Equal Opportunity & Diversity Policy

## *1. DEFINITIONS*

This policy outlines TMC Security Services Ltd approach to equality and diversity at work. It is important to understand the difference between the concepts of equality and diversity.

- Equality (or equal opportunities) is about protecting certain groups of people against unfair treatment based on a particular personal characteristic. This protection is normally based on those groups covered by legislation i.e., age, gender, race, disability, sexual orientation, religion or belief, marital or civil partnership status, gender reassignment, colour, nationality and ethnic or national origin (the “**protected characteristics**”).
- Diversity is about recognising, valuing, and embracing the differences which people have.

## *2. PURPOSE*

The purpose of this policy is to encourage an atmosphere in which all workers embrace the benefits of working in a diverse workforce. TMC Security Services Ltd aims to promote harmony at work and to ensure fair and equal treatment for all contractors, job applicants, customers, suppliers and visitors, irrespective of their individual differences or any personal characteristics.

## *3. SCOPE*

This policy relates to all aspects of employment, including individual standards of behaviour, the advertisement of jobs, recruitment and selection, training and development, appraisal, pay, promotion and leaving the company. The principles apply equally to all dealings with customers, suppliers and visitors.

## *4. STATEMENT OF POLICY*

TMC Security Services Ltd is committed to the principle of valuing diversity. The company recognises the benefits that can be secured through contracting a diverse workforce and harnessing the individual talents of contractors from different backgrounds and with different skills. Furthermore, TMC Security Services Ltd believes in dignity at work for all our contractors and colleagues and encourage the ethos of reciprocated respect to build an environment, which embraces fair and unbiased treatment, with mutual understanding and wider tolerances of peoples’ differences.

The aim is that these will lead to:

- Tangible business benefits such as improved contractor morale, reduced absence levels and customer satisfaction.
- An improved company image leading to a wider customer base and a wider pool of people to recruit from.
- The avoidance of costly legal proceedings caused by breaches of equality legislation.



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TMC Security Services Ltd is committed to providing fair and equal treatment for all contractors, customers, suppliers and visitors and all contractors are expected to treat everyone with whom they meet dignity and respect. Contractors should be aware of the importance the company attaches to this policy and that breaches will be classed as disciplinary offences and dealt with accordingly.

## 5. LEGAL OBLIGATIONS

In valuing diversity, TMC Security Services Ltd commits itself to go beyond the legal minimum regarding equality. However, in applying this policy the company still needs to take account of current and future equality legislation (and associated codes of practice) including, but not limited to, the following:

- The Human Rights Act 1998
- The Protection from Harassment Act 1997
- Civil Partnership Act 2004
- Health and Safety at Work Act 1974
- The Equality Act 2010 and if still applicable:
- Equal Pay Act 1970
- Sex Discrimination Act 1975 (as amended) and including the Gender

Reassignment Regulations 1999

- Race Relations Act 1976 (as amended)
- Disability Discrimination Act 1995 (as amended – 2005)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006

The above legislation protects individuals against direct discrimination, indirect discrimination, harassment (including bullying) and victimisation because of the protected characteristics.

- **Direct discrimination** is treating a person less favourably because one of more of the protected characteristics.
- **Indirect discrimination** is 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.
- **Harassment** is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- **Bullying** is a form of harassment which is normally but not always, related to an abuse of power.



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- **Victimisation** is treating a person less favourably because they have asserted their rights under this policy or equality legislation (i.e., made or assisted with a complaint).

In pursuing this policy, we believe that the principles that underpin the above legislation should be extended to all contractors and workers, regardless of any protected characteristic.

### 6. RESPONSIBILITIES

**TMC Security Services Ltd** is responsible for facilitating the training and providing the support which may be required, to enable a better understanding of the importance and benefit of this policy, and how to ensure it is enacted by everyone concerned.

**All contractors and workers** are expected to have read and understood this policy and to have undertaken any training as is appropriate. They are also expected to ensure they behave in accordance with its principles, encourage the same level of behaviour in colleagues and immediately report any breaches witnessed.

**All managers** are expected to have undertaken any training as is appropriate and to be responsible for ensuring this policy is understood and complied with by contractors in their area, dealing with breaches and complaints (whether reported or not) seriously, speedily, sensitively and confidentially and contributing ideas for the advancement of diversity principles within the organisation.

**The Managing Director** has overall responsibility for this policy and for reviewing and providing advice on this policy, encouraging the adoption of its principles throughout the organisation and ensuring complaints are adequately investigated.

### 7. POLICY BREACHES

If legal requirements are contravened, both the company and the contractor/workers concerned may be liable to legal proceedings and the risk of having unlimited damages awarded against them.

Follow up/review training or education may be more appropriate where minor breaches have occurred due to a lack of understanding of equality and diversity principles.

### 8. IMPLEMENTING THIS POLICY

It is impossible to define all the characteristics which make people different. Some are protected by legislation whilst others are not.

#### *Communicating this policy*

In order to ensure the principles of this policy are embedded in everything we do; all existing contractors will receive a copy of this policy and training regarding how it should be interpreted. This policy will also be covered in all future inductions.

Below are some examples to illustrate how this policy impacts on all other work policies and practices. This list is not exhaustive as each situation must be considered on its merits.



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### *General standards of behaviour*

The company expects contractors to always conduct themselves in a professional and considerate manner. The company will not tolerate behaviour such as:

- Physical violence
- Threatening or intimidating behaviour
- Shouting or swearing
- Rudeness
- Isolating, ignoring or refusing to work with certain people.
- Telling offensive jokes or name calling
- The display of offensive material such as pornography or sexist/racist cartoons
- Distribution of offensive material via email, text messages, etc

**It is no defence for contractors to say they did not intend their behaviour to cause offence, or to blame individuals for being over-sensitive as it is for the recipient of the behaviour to decide what they consider to be offensive. It is the impact of the behaviour rather than the intent which is important.**

### *Recruitment and Selection*

Individuals involved in the recruitment and selection of contractors will ensure the following criteria are adhered to and that:

- A carefully worded and objective job description/person specification is produced for all vacancies, outlining the essential skills, knowledge and experience required.
- Job advertisements are agreed by a senior manager and published to encourage applications from all sections of the community. Advertisements will not contain any age limits and will avoid stereotyping or using wording that may discourage particular groups from applying.
- Application forms will explain our aims to be an equal opportunities employer, to recruit a diverse workforce which reflects the make-up of the local community and to generally promote diversity principles.
- Short-listing and selection will be based on objective criteria relevant to the job and decisions made by suitably trained staff, purely on the basis of merit. The reasons for all decisions will be recorded. Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Human Resources or management approval. For example:



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- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit disabled persons.
- Equal opportunities monitoring (which will not form part of the decision-making process).

### *Training, Development and Promotion*

TMC Security Services Ltd will ensure that irrespective of any protected characteristics:

- The training necessary to implement this equality policy is provided.
- All contractors are encouraged to achieve their full potential.
- Selection for all training, career development opportunities and job move will be purely on the basis of merit.
- Appraisals of performance will be conducted timely and objectively.
- Selection for promotion will be purely on the basis of merit.

### *Meeting Individual Needs*

As far as possible the company will try to meet the needs of individuals at work. For example:

- Caring and domestic responsibilities – time off may be appropriate to allow staff to care for children or sick relatives to help them balance their work and home responsibilities.
- Working patterns – wherever possible training courses and meetings should be planned to allow attendance by staff working non-standard hours.
- Disability – disabled staff and customers should be consulted about any reasonable adjustments which could be made to allow them to better perform their functions.
- Religious practices – it may be necessary to provide unpaid time off for prayer or religious festivals or relax dress standards to meet religious needs.

### **9. REVIEW AND CONSULTATION**

This policy will be reviewed annually to ensure it remains current and links appropriately with other policies. Contractors and workers will be consulted as part of the review process. The principles of this policy will also be considered when developing other new organisational policies.

### **10. BUSINESS NEEDS**

TMC Security Services Ltd gives a commitment to fair treatment and flexibility where possible and whilst it recognises and believes in the benefits of this policy, every contractor and worker must not



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lose sight of the fact that along with the needs of an individual contractor or indeed a group of contractors or workers, the overriding principle must be that the service the company provides should not be adversely and unreasonably affected by the implementation of this policy.

*11. COMPLAINTS*

If any contractor feels this policy has been breached, he/she should try to speak to his/her manager in the first instance, who will ensure that all issues are investigated and dealt with appropriately.

Formal complaints about breaches of this policy should be made in writing and submitted to a member of management in accordance with the Company's Grievance Procedure.