



James Maxwell
Genuine 24 Hour Security Service

OUR EQUALITY & DIVERSITY POLICY

POLICY OWNER

James Maxwell Ltd Executive Board of Directors.
To ensure the policy does not become outdated and for the monitoring and compliance of the policy.

INTRODUCTION

This policy outlines the Company's approach to equality and diversity at work. Diversity and equal opportunities are often seen as the same thing, however there are differences:

- Equality (or equal opportunities) is about protecting certain groups of staff against unfair treatment based on a particular personal characteristic. This protection is normally based on those groups covered by legislation i.e. gender, race, disability, sexual orientation, age and religion or belief.
- Diversity is about seeing everyone as individuals and valuing the differences between people.

PURPOSE

The purpose of this policy is to encourage an atmosphere in which all staff embrace the benefits of working in a diverse workforce and to promote fair and equal treatment for all employees, job applicants, customers, suppliers and visitors, irrespective of their individual differences or any personal characteristics.

James Maxwell Ltd wholeheartedly supports the principle of equal opportunity and opposes all forms of unlawful or unfair discrimination on the grounds of age, colour, disability, ethnic origin, gender, marital status, nationality, part-time status, political opinion, pregnancy, race, sexual orientation, trade union membership or any minority interests or legally protected status.

James Maxwell Ltd is committed, wherever practicable, to achieve and maintain a workforce that broadly reflects the diverse nature of the community in which we operate by promoting a working environment that is free from discrimination, harassment and victimisation. It is company policy to provide equal employment opportunities to all employees regardless of personal status and to prohibit all forms of discrimination.

We believe that it is in the best interests of the Company, and of all those who work in it or who provide services to members of the public, to ensure that the human resources, talents, skills and special needs of the community are considered when employment opportunities arise or where access to our own premises or to those of our customers is lawfully required.

POLICY OBJECTIVES

- Prohibit all forms of discrimination in employment;
- Ensure that all employment practices and decisions are based on fair and objective criteria;
- Ensure that appropriate action is taken when the principles of this policy are breached.

SCOPE OF POLICY

This policy applies to all employees, contractors, consultants and agency workers, job applicants and former employees.

Ultimate responsibility for the implementation of this policy rests with the James Maxwell Ltd Executive Board of Directors. However, all employees, irrespective of position are expected to have read and understood this policy and ensure they behave in accordance with its principles and objectives. Managers & supervisors must take responsibility to ensure that all staff under their supervision are aware of this policy and their obligation to comply with it. Managers are responsible for taking appropriate action if any conduct that is not in compliance with this policy is reported to them. Managers must also ensure their own behaviour and conduct models best practice at all times. All employees have a role to play in promoting equality and taking responsibility for ensuring their own behaviour and actions comply with and support this policy.

ALL EMPLOYEES,
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COMPLY WITH THIS
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LEGAL OBLIGATION

In valuing diversity the Company 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:

- 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).
- Employment Equality (Sexual Orientation) Regulations 2003.
- Employment Equality (Religion or Belief) Regulations 2003.
- Employment Equality (Age) Regulations 2006.

POLICY COMPLIANCE – OUR STRATEGY

Employment

Employment and promotion decisions will be based on merit, qualifications and abilities.

People Awareness

We will start by having an equal opportunities policy that our people will be made aware of through:

- Equal Opportunities statements in advertising.
- Induction Training.
- Team handbooks and contracts of employment.
- Web bulletins.
- Periodic reminders e.g. performance appraisals.

Meeting Individual Needs – as far as possible

The Company aims to facilitate flexible working arrangements, where practicable and in the interests of both parties, to support employees e.g.:

- The Company's Flexible Working Policy outlines alternative working arrangements, including the statutory right of working parents to request flexible working.
- Ensure that members of the public entitled to lawful access to our premises or to premises for which we are responsible may do so without impediment.
- Caring and domestic responsibilities – time off may be considered to allow employees to care for children or sick relatives to help them balance their work / life responsibilities.
- Disability – disabled employees and customers will be consulted about any reasonable adjustments which could be made to allow them to better perform their functions.
- Religious practices – the Company may provide time off for prayer or religious festivals.

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Code of Behaviour

The Company will view any breach of this policy or any other form of discriminatory action seriously and any employee who breaches the principles of this policy will be liable to disciplinary action up to and including dismissal. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to raise them with their line manager, or their line manager's manager where appropriate, or their Personnel department. An employee who wishes to make a formal complaint about discriminatory conduct should use the Company's Grievance Procedure.

Where a concern about discrimination is raised, all discussions will be treated in the strictest confidence and will not be disclosed to anyone other than the individuals conducting the investigation. To ensure a full investigation takes place, it may be necessary to disclose information to others involved in the investigation. Any necessary disclosure of information will be clearly explained to the complainant.

MONITORING

- We will recruit by application form for monitoring purposes.
- We will regularly review and monitor this policy to ensure its implementation and effectiveness.
- We will collect statistics to ensure that groups are represented in the workforce.

POLICY REVISIONS

This policy will be reviewed every years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels.

Date: 2016 Name and Position: James Maxwell – Managing Director Signature: