

Equal Opportunities Policy



General

The Company recognises that discrimination in the workplace, in any form, is unacceptable and in most cases, is also unlawful. We have therefore adopted an Equal Opportunities Policy, to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. The following sets down the key points of the policy, any breach of the policy will lead to disciplinary action, which may include dismissal.

Each and every employee has a duty to observe and apply the policy at all times;

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Age) Regulations and their various amendments;

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the job centre, or independent media, as well as being advertised internally;

We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age religion or belief;

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information;

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely on the basis of capability;

Each and every employee has an obligation to make a positive contribution towards engendering an environment, of equal opportunity, throughout the business;

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights, through this channel.

Codes of practice:

Cava Security Services Ltd promotes Equality & Diversity and encourage all staff members to attend any Courses or events in Diversity, discrimination to any of our staff members clients or consumers and stakeholders will not be tolerated within our organisation. This Code of practice will help support equality and inclusion and reduce the likelihood of discrimination.

Security Officers and employees and all sub-contractors you should have an awareness and a basic understanding of the legislation and codes of practice that relate to equality, diversity and discrimination.

Related legislation (laws) include:

- The **Equality Act 2010** makes it unlawful for individuals to be treated differently because of their differences. It states nine protected characteristics that are safeguarded from discrimination. They are:
 1. Age
 2. Disability
 3. Race
 4. Religion/belief
 5. Sex
 6. Sexual orientation
 7. Gender reassignment
 8. Marriage/civil partnership
 9. Pregnancy/maternity
- The **Human Rights Act 1998** states a number of rights and freedoms that every single human being in the UK is entitled to
- The **Care Act 2014** is a broad-reaching piece of legislation but it does have a running theme of the wellbeing of individuals in the care system, which includes having their values, beliefs, wishes and preferences respected and valued
- The **Mental Capacity Act 2005** includes protection for individuals that are unable to make decisions for themselves

In addition, Cava Security Services Ltd own policies show ways of working to ensure discrimination is not tolerated and that everybody works in an inclusive way.

WHAT YOU NEED TO KNOW

- DIVERSITY – Valuing individual's differences and talents
- EQUALITY – Ensuring all individuals have equal opportunities, regardless of abilities, background or lifestyle
- INCLUSION – Making all individuals feel included, valued and respected
- DISCRIMINATION – Treating individuals differently or worse based on certain characteristics

THE LAW

The EQUALITY ACT 2010 makes it unlawful to discriminate against someone because of their:

- Age
- Disability
- Race
- Gender reassignment
- Pregnancy/Maternity
- Religion/Belief
- Sex
- Sexual Orientation

This Act brings together all previous anti-discriminatory legislation including the equal pay act, the sex discrimination act, the race relations act and the disability discrimination act.

CODES OF PRACTICE

The BS7858, BS7958, BS7499, BS7960, BS7984-1, BS7984-1, BS7984-2, BS10800.

Equality Act Codes of Practice 2010

SIA- regulator of the UK's private security industry

We also have policies prohibiting discrimination in the workplace.

CONSEQUENCES

If a security worker does not follow these laws and codes of practice, they should expect to be confronted about it by others. It could also lead to disciplinary action, suspension or dismissal from their role and could even result in legal action being taken against them.

The individual that is discriminated against is likely to feel sad, upset and angry and it could lead to low self-esteem and low self-confidence.

INCLUSIVE PRACTICE

You can promote equality and support diversity in your day-to-day role by using Inclusive Practice.

This means treating everyone that you work with as individuals and with respect and dignity regardless of their social identity.

This does not mean that you need to treat all individuals in the same way. In fact, it's quite the opposite! You should try to increase your understanding of other individual's social identity, recognise the difference and respond appropriately.

You should not make assumptions or promote stereotypes of individuals. Neither should you use language that an individual may find offensive or not be able to understand.

You should also be aware that your own social identity may have an impact on individuals.

Ensure that all individuals are given the same opportunities and try to encourage them to join in and be part of the group.

SUPPORTING OTHERS

You can support others to promote equality, diversity and inclusion by challenging any discrimination that you encounter and educating people as to the reasons why it is wrong.

You can direct them towards the Equality Act, codes of practice or company policies.

Cava Security Services Ltd provide training on equality, diversity and inclusion.

By being a good role model, you will exemplify best practice and encourage others to do the same.

Signed:

Position: Compliance Manager

Name: Mal Ullah

Date:- 21st August 2020