



security | event support | services

## Equal Opportunities & Diversity Policy

### 1. Introduction

Provide SESS Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of its business. It provides guidance and encouragement to act fairly and prevent discrimination on the grounds of sex, pregnancy and maternity, marital status or civil partnership, race, religion or belief, sexual orientation, gender reassignment, age and disability (the "Protected Characteristics").

### 2. Types of Discrimination

We do not tolerate discrimination in any form. Unlawful discrimination against or the harassment of other people is not tolerated. This applies both in the workplace and outside the workplace, and on work-related trips and events.

The types of discrimination which are prohibited are set out below:

(a) **Direct discrimination.** Treating someone less favourably because of a Protected Characteristic. For example, if a woman with young children fails to obtain a job because it is feared that she might be an unreliable member of staff.

(b) **Indirect discrimination.** The operation of a provision, condition or practice which may on the surface appear 'neutral', but adversely and unjustifiably affects people with a Protected Characteristic more than others. The most common example is requiring a job to be done full time rather than part time. This would adversely affect women because they typically have greater childcare commitments than men, and would be discriminatory unless it is possible to justify that requirement.

(c) **Disability discrimination.** Includes direct and indirect discrimination because of a disability together with any unjustified less favourable treatment and a failure to make reasonable adjustments for the disabled individual.

(d) **Victimisation.** Subjecting a person to any detriment or ill treatment because they have complained about discrimination or supported someone else's complaint.

(e) **Harassment.** Subjecting an individual to unwanted conduct related to a Protected Characteristic which has the effect of creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual or violating someone's dignity because they possess a Protected Characteristic. This includes sexual harassment.

### 3. Statement of policy

(a) It is the policy of Provide SESS Ltd to ensure that no job applicant, casual worker, contractor or employee receives less favourable treatment because of a Protected Characteristic. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant policies and practices, maximises the effective use of individuals in everyone's best interests. Provide SESS Ltd recognises the great benefits in having a diverse workforce with different backgrounds. (c) The application of recruitment, training, and promotion policies to all individuals will be based on job requirements and the individual's ability and SIA Licence held.

(d) All employees/ casual workers of the organisation will be made aware of the provisions of this policy.

#### **4. Recruitment**

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Job specifications should be limited to those requirements which are necessary for the effective performance of the job and will not contain wording that may discourage particular groups from applying.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) Provide SESS Ltd will not discriminate based on any of the protected characteristics on the allocation of duties.

#### **5. Company Documentation**

(a) Provide SESS Ltd ensure that all company documentation is available in all major languages that further aids everyone on understanding their content. This is also true of all briefing documentation where the company sees added value in this being carried out.

#### **6. Monitoring**

(a) It is the responsibility of Clayton White to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

(b) Where it appears that applicants/casual workers/employees (as appropriate) are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain groups and, if so, whether these are justifiable.

#### **7. Grievances and victimisation**

(a) Provide SESS Ltd emphasises that discrimination is unacceptable conduct.

(b) Any complaints of discrimination will be pursued.



Stuart Turnbull  
Managing Director