

## **EQUAL EMPLOYMENT OPPORTUNITIES POLICY**

*This policy is for guidance only and does not form part of your contract of employment. The Company may alter the terms of this policy from time to time. In this policy, any reference to 'the Company' or 'Corps Security' includes all group companies where appropriate.*

### **Policy Statement**

Adherence to the principles of Equal Employment Opportunities (EEO) benefits both the Company and its colleagues. EEO assists colleagues to develop to their full employment potential while the Company benefits from having a diverse and enthusiastic workforce.

The Company is committed to the goal of EEO for all of its colleagues. To this end, the Company's selection, training, promotion and reward decisions will be on the basis of merit and without regard to the prohibited grounds of discrimination (set out below) except as permitted by law.

As defined by the Equality Act 2010, it is against the law to discriminate against anyone because of age, race, including colour, nationality, ethnic or national origin, sex, sexual orientation, gender reassignment, being married or a civil partner, religion or belief, being pregnant or on maternity leave and disability. These are called 'protected characteristics'.

This policy should be read in conjunction with the Company's policy on Harassment and Bullying and the Company's policy on Diversity.

### **Purpose and scope of policy**

The purpose of this policy is to inform colleagues of the Company's commitment to EEO and their responsibilities in relation to this policy. This policy applies to all colleagues and contractors of the Company, (for the purpose of this policy references to "colleague" will include contractors and agency workers), especially managers and supervisors who have responsibilities for selection of candidates for employment, or who make decisions regarding training, promotion or reward. This policy encompasses all employment policies and practices concerning recruitment, selection, promotion, training and development, transfers and conditions of employment.

The Company requires its colleagues to abide by its EEO policy at all times, while acting within their capacity as an colleague of the Company or while acting on behalf of or with the Company.

### **What is EEO?**

EEO means eliminating barriers to ensure that all potential colleagues are considered for the employment of their choice and that all internal employment/promotion decisions are based on merit and without regard to any of the prohibited grounds of discrimination.

EEO is not affirmative action or reverse discrimination. As such, the Company's decisions regarding selection, training, promotion and reward will be on the principle of merit and without regard to quotas or tokenism.

### Legal framework

Discrimination is the prohibited by law on certain grounds. Discrimination can come in one of the following forms:

- **direct discrimination** - treating someone with a protected characteristic less favourably than others
- **indirect discrimination** - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- **harassment** - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- **victimisation** - treating someone unfairly because they've complained about discrimination or harassment

It is also unlawful to instruct or to place pressure on others to discriminate or to aid others to discriminate.

### Equality Act 2010 and the duty to make reasonable adjustments

Under the Equality Act 2010, the Company has a duty to make reasonable adjustments where a provision, criterion or practice applied by the Company or the physical feature of premises occupied by the Company places a disabled person at a substantial disadvantage in comparison with persons who are not disabled.

Reasonable adjustments that the Company may consider include measures such as altering working hours; allowing absences during working hours for rehabilitation, assessment or treatment; providing additional training; modifying physical features of the workplace, such as fixtures and fittings, furniture and access to equipment; and making special arrangements for parking and access to buildings. If you consider you have a disability within the meaning of the Disability Discrimination Act 1995 and that you would benefit from an adjustment, please advise your manager.

The Company is committed to:

- Zero tolerance for decisions and behaviours which amount to unlawful discrimination
- Striving to be an EEO employer with fair and reasonable employment practices in all areas including recruitment and selection, training, promotion and reward
- Actively working to provide an enjoyable working environment, free from harassment and unlawful discrimination

- The recognition of merit to increase the diversity in our workplace at all levels and including a range of occupations
- The on-going development and maintenance of a workplace culture which values diversity and enables talent to thrive.

### **Discrimination on other grounds**

In addition to the prohibited grounds of discrimination, the Company recognises that colleagues who are employed on a fixed term or part time basis have a right not to be treated less favourably because they are employed on either a fixed-term or part-time basis. Accordingly, the Company will ensure that colleagues who are employed on a fixed-term or part-time basis receive comparable terms and conditions of employment (pro-rated if necessary) and are not subjected to any other detriment unless such action can be objectively justified in accordance with the legislation.

The Company encourages colleagues employed on a fixed-term basis to apply for positions within the Company. All current vacancies are advertised on the Company Website.

The Company also recognised that colleagues are protected from being treated unfairly because of trade union membership or non-membership.

### **Liability**

Although the Company may be held vicariously liable for the actions of its colleagues or agents which amount to unlawful discrimination or harassment, individual colleagues may also be held personally liable.

### **Complaints**

Colleagues are encouraged to report any incident in which they consider they have been discriminated against or unfairly treated, or voice any concerns they may have about EEO within the Company. While the Company promotes informal reporting in the first instance, a colleague is entitled to lodge a grievance in accordance with the Company's grievance procedure (see Section L of the Colleague Handbook). If a complaint is made or a concern voiced, the Company will treat the matter seriously and deal with it promptly with the ultimate aim of satisfactorily resolving the complaint and restoring a harmonious working environment. The Company will take the appropriate disciplinary action against individuals who, after a formal investigation of a complaint, have been found to have engaged in behaviour amounting to unlawful conduct, which may include dismissal and summary dismissal for acts of gross misconduct.

Colleagues who make a complaint of discrimination will not be treated less favourably because of having made that complaint.

### **Policy Review**

Corps Security (UK) Ltd will review this policy on an ongoing basis and endeavour to keep it up to date with current legislation and best practice guidance.