

1SC GUARDING LIMITED

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| ISSUE: 7 | | DATE: 03.01.23 | |
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1. STATEMENT & OBJECTIVES

1SC Guarding Ltd believes, its employees are its most valuable assets and are crucial in achieving competitive advantage, commercial success and its mission of being “First Choice” for customers and its employees.

1SC Guarding Ltd believes all employees should be treated with utmost dignity and respect and should be partners in accomplishing its goals and sharing in its success.

Through effective and efficient co-operation with our employees, we strives to achieve:

- Continued profitability and growth
- Satisfaction of employees needs and the creation of a climate conducive to excellence
- Adaptability to internal and external challenges
- Individual, team and organisational development and learning
- Appropriate workforce diversity

2. DEFINITIONS

2.1 PERSONNEL

“Personnel” mean all staff working within the group, including secondees, part timers and fixed-term contractors.

2.2 EQUAL OPPORTUNITIES & DIVERSITY

“Equal opportunities” refers to the elimination of unlawful and unfair discrimination against all groups (by, for example, gender, race, disability, religion or belief and sexual orientation) which have been treated less favourably in the past on the basis of group-based characteristics unrelated to job performance. Ensuring equality of opportunity for all, regardless of background, is a necessary (though not sufficient) condition to achieve equality.

“Diversity” refers to the broad range of visible and non-visible differences that characterise people and how we can capitalise on these in working towards our goals. Some of these qualities include gender, age, ethnic origin, family status, religion, sexual orientation, disability, domestic circumstances and work style. By understanding, respecting and using these differences, 1SC recognises it can maximise employee potential and business success through meeting employees’ individual needs and not focussing on visible difference which we believe make us stronger.

3 RESPONSIBILITIES

3.1 EMPLOYEES

All employees have a responsibility to promote the furtherance of the policy Objectives through appropriate action and behaviour.

3.2 LINE MANAGEMENT

Line management is responsible for ensuring policy implementation and maintenance, including monitoring, identifying and addressing any deviations from the policy that may occur.

3.3 HR FUNCTION

By providing specialist expertise and advice, the HR function will guide, facilitate and enable line management to implement, maintain and update the policy on an ongoing basis.

3.4 TRAINING AND DEVELOPMENT

Through design, development, delivery and review of effective and demand-led programmes, the training and development function will promote policy implementation and development.

4 STRATEGY

The stated objectives of this policy will be achieved through:

- Designing and developing business-relevant and appropriate personnel policies, procedures and practices.
- Effective personnel planning to ensure that the supply of talented employees matches the demand.
- Attracting and selecting high calibre employees through application of valid, Reliable and fair recruitment and selection methods at all times.
- Ensuring that employees are effectively inducted into the organisation and know the policies, procedures, rules and standards of expected behaviour.
- Fair and just disciplinary, grievance and disputes procedures, avoiding negative conflict and enabling maximum opportunity for prompt resolution.

- Ongoing performance appraisal is monitored at least monthly via Form GRD 1-6-1 and is considered adequate, appropriate and meets the needs of both the business and the employee.
- Forms GRD 1-6-1 are analysed for their input feedback and actioned accordingly.
- Individual and team efforts are recognised by way of items in the newsletter, letters of commendation and financial or other rewards as relevant.
- Encouragement of self learning and betterment as appropriate
- Enabling employees to achieve their full capacity and potential and to give their maximum input towards business goals by providing them with career opportunity and relevant training and development.
- Building a positive and co-operative industrial relations climate based on trust and openness through constructive and collaborative dialogue with employee representatives and recognised trade unions.
- Encouraging effective and efficient communication throughout the Organisation.
- Providing fair and competitive financial and non-financial rewards based on performance, market forces and internal relativities.
- Promoting conditions where innovation, teamwork and total quality can flourish.
- Empowering employees to play an active role in decision-making through Sharing of authority and responsibility wherever possible.
- Staying abreast of business, legislative, technological, economic and societal changes in the UK, Europe and elsewhere to ensure the company adopts up to date, best-practise personnel policies and practices.
- **Working towards equal opportunities and diversity by ensuring:**
 - No employee or job applicant receives less favourable treatment on grounds which are not related to the job, e.g., gender, race, age, disability, nationality, etc.
 - Employees abilities, skills, potential and other job-relevant competencies are used in making personnel decisions in recruitment and selection, training and development, Career progression, reward management, etc.
 - Employees are valued as individuals and their differences are accepted, respected, understood and utilised to contribute to overall company goals.

- Employee's dignity is safeguarded, and their work environment is not threatening, offensive or intimidating.
- Attitudes and behaviours adopted by management reflect the company's commitment to equality of opportunity and diversity and do not discriminate on grounds unrelated to work performance.
- All employees, regardless of their individual background, are provided the opportunity and are encouraged to develop their career through continuous learning and development in line with their own and the company's needs.
- Management has access to up-to-date, relevant personnel knowledge, experience, skills and procedures to enable them to demonstrate effective and non-discriminatory staff leadership at all times.
- Family-friendly policies and practises are promoted through developing flexible ways of working, preventing discrimination on family grounds and ensuring the workplace needs of those with families are addressed.

5 ADDRESSING HARASSMENT, DISCRIMINATION AND VICTIMISATION

1SC Guarding Ltd tries to ensure harassment, discrimination and victimisation are addressed within the following subjects:

Age

Offer the same training and educational opportunities that may assist in elevating the employees' status in the company to all regardless of age or experience. We have in place a structured appraisal process that applies values that can be analysed to each employees' performance and make that data part of the promotion and wage increase process. We will also offer internal support to those who may they are being discriminated due to their age within the workplace.

Disability

1SC will make reasonable adjustments, as these may be inexpensive, but that will make a big difference to disabled employees. We will make sure that policies and practices in the workplace don't put disabled employees at a disadvantage. We will be vigilant and take all reasonable steps to prevent harassment related to disability occurring. 1SC will make sure that when an employee tells us in confidence about their disability that it is kept confidential other than for health and safety purposes, or unless the employee makes it clear what information they are willing to share and who should be told.

Ethnicity

1SC Guarding Ltd is mindful that employees will often come from a broad range of backgrounds and may have different customs and values. Both us and employees will be sensitive and respectful towards such differences. 1SC provides training for staff to establish a culture of respect in this area and provide an understanding of what constitutes acceptable and unacceptable behaviours. Discriminatory behaviour towards staff due to race will not be tolerated and will be dealt with immediately.

Gender

As part of our training, 1SC demonstrates that derogatory terms that refer to somebody's sex are clearly unacceptable and discriminatory whether they are male or female. We also teach staff that they should avoid making assumptions about people because of their sex. For example, this might include assumptions about their capabilities, the type of work they should/shouldn't do, traits and appearance. Our belief is that everyone is equal, and everyone is capable of performing tasks well regardless of gender.

Gender-reassignment

1SC will ensure that through the company rules, practices and procedures that there are clear statements about the acceptance and support for different forms of gender identity and expression. We will make it clear to staff, clients and customers that discrimination, harassment and victimisation because of gender reassignment are unlawful. We will also give the opportunity for the individual to discuss how they would like their colleagues to be told about their transition if they wish to disclose this information.

Religion and Belief

The company will try to accommodate towards an individual's religious beliefs wherever possible. 1SC will be sensitive towards cultural and religious needs for our employees and make provisions for flexible working, religious holidays and time off to observe festivals and ceremonies and dress requirements. In our Equal Opportunities training sessions we make it clear that every individual's beliefs and religion should be respected.

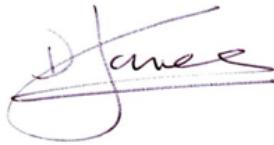
Sexual Orientation

1SC understands that harassment because of sexual orientation can take many different forms such as unsolicited jokes or even threats of violence; complaints which arise from such behaviour will be dealt with immediately and in confidence. Individuals' orientation will be kept confidential and if a member of staff reveals a person's sexual orientation to others against that person's will then this will be seen as a breach of our policy therefore will be dealt with immediately also.

Transparency in Supply Chains Clause

An additional clause (clause 6) was added retrospectively to the act and requires organisations to report on the processes and due diligence taken to ensure that their supply chains are slavery free. The Transparency in Supply Chains clause came into force in Oct 2015 and requires organisations with a turnover of £36 million or more to produce and publish a slavery and human trafficking statement each financial year. Whilst we have a policy and procedures in place, we are not required by law to do so.

Signed.....



David Jones,
Managing Director.

ISC GUARDING LTD