



EQUAL OPPORTUNITIES POLICY

It is the policy of 1st Guard Security UK Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origin, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of relevant merit and abilities.

The Company is committed to a programme of action to make this policy fully effective. It is an employee's obligation to ensure that he or she takes no action or makes no statement (or omits to take any action or make any statement) which constitutes unlawful discrimination or results in the Company being the subject of any proceedings (whether civil or criminal) before any court or tribunal or of any investigation pursuant of the Sex Discrimination Act 1975 or the Race Relations Act 1976 in respect of such act or omission.

If such proceedings or investigations are commenced in respect of the Company and it believes that an employee performed the act or made the statement complained of, or omitted to perform the act or make the statement complained of it will rely on the defence that he or she alone is culpable and that he or she had no authority from the Company to act in this way.

It is the Company's policy to maintain a positive work environment for all its employees and to ensure that all employees are treated with equal dignity.

Racial harassment and discrimination pollutes the working environment and can have a devastating effect upon the health, confidence, morale and performance of those affected by it.

Consequently, the Company will not permit and will not condone as acceptable work behaviour any form of racial harassment and discrimination in the workplace.

What is Racial Harassment and Discrimination?

Racial harassment means any unwanted conduct based on race, colour, nationality or ethnic or national origins affecting the dignity of women or men at work. It includes unwelcome physical, verbal or non-verbal conduct.

Racial discrimination means any form of discrimination based on race, colour, nationality or ethnic or national origins affecting the dignity of women and men in the workplace. A point to remember is that the recipient may regard as offensive and as discriminatory what you may consider to be acceptable.

What are an employee's responsibilities?

An employee can help create a climate at work in which racial harassment and discrimination are unacceptable. He or she can contribute to preventing racial harassment and discrimination through an awareness and sensitivity towards the issue and by ensuring that his or her standards of conduct and those of his or her fellow employees do not cause offence. He or she can help discourage racial harassment and discrimination by making it clear that he or she finds such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint.

Employees are reminded that racial harassment and discrimination is considered by the Company to be an offence of gross misconduct that could lead to summary dismissal.



Can an employee complain?

Yes. It is the Company's policy to ensure that all allegations of racial harassment and discrimination will be dealt with seriously, expediently and confidentially and that employees will be protected against victimisation or retaliation for bringing a complaint of racial harassment or discrimination.

What should an employee do if they believe that they are being racially harassed or discriminated against by their fellow employees?

Remember that racial harassment can be verbal or consist of gestures.

If he or she believes that he or she has been or is being racially harassed or discriminated against, he or she should, if possible, attempt to resolve the problem informally in the first instance. It may be possible and sufficient for him or her to explain clearly to the person engaging in the racial harassment or discrimination ('the harasser') that it is not welcome, that it offends or makes him or her uncomfortable and that it interferes with his or her work.

If he or she finds it embarrassing or difficult to do this, he or she may find it easier to seek support from, or for an initial approach to be made by, a sympathetic colleague.

If the racial harassment or discrimination continues or if it is not appropriate to resolve the problem informally, it should be raised through the formal grievance procedure. If he or she feels uncomfortable bringing a complaint to their immediate manager, they should bring their complaint to another manager.

What happens next?

The Human Resources Director will investigate his or her complaint immediately. The Human Resources Director who will listen to his or her complaint will interview him or her. Strict confidentiality will be maintained throughout the investigation and details of his or her complaint will not be divulged to other employees other than the alleged harasser. He or she may, if a friend or colleagues so wish accompany them during the interview.

Any witnesses to the alleged racial harassment or discrimination will also be interviewed and will be reminded of the need to maintain strict confidentiality.

Full details of his or her complaint will be given to the alleged harasser, who will be given the opportunity to respond before the Human Resources Director. A friend or colleague may also accompany him or her.

The Human Resources Director will then make a decision based on the facts laid before him.

What happens if the employee's complaint is upheld?

This will be entirely dependent upon the nature of the complaint.

The harasser may be summarily dismissed, if the Human Resources Director is of the opinion that the racial harassment or discrimination is sufficiently serious so as to amount to gross misconduct.

If the Human Resources Director is of the opinion that the racial harassment or discrimination amounts to a serious offence, the harasser will be given a final written warning in accordance



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with the Company's disciplinary procedure. The harasser may also be transferred to another site or assignment. The harasser will be warned that any further repetition of any racial harassment or discrimination or any attempt to victimise or retaliate against him or her may result in summary dismissal.

What happens if an employee's complaint is not upheld?

When his or her complaint is not upheld, for example because the evidence is regarded as inconclusive, consideration may be given to transferring either him or her or the alleged harasser to another site or assignment rather than require him or her to work together against their wishes.

