

DIVERSITY, EQUAL OPPORTUNITY, ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY STATEMENT

Diversity, Equal Opportunity and Anti-discrimination

The following is a statement of the requirements of the law and company policy with regard to diversity, equal opportunity and the prevention of harassment in the workplace.

Equal opportunity is incorporated in the following Acts: Race Relations Act 1976 (Amended 2000); Sex Discrimination Act 1975.

Our Commitment:

YY Security Installations Ltd. (YYSI) are committed to promoting equality and diversity within an inclusive and supportive environment.

In particular, we will:

- Ensure that all individuals are treated fairly,
- Ensure that any opportunities we provide are open to all;
- Promote diversity by recognising the particular contributions that can be made by those with different backgrounds and experiences;

YYSI unreservedly supports the principle of diversity and equal opportunities in employment and opposes all forms of unlawful and unfair discrimination towards employees, candidates, customers and suppliers on the grounds of race, colour, ethnic or national origins, nationality, gender, marital, parental or civil partnership status, pregnancy, HIV status, religion, sexual orientation, age, disability and political belief or membership or non-membership of a Trade Union or spent convictions and places an obligation upon all staff to respect and act in accordance with the policy.

The policy will be reviewed annually to judge its effectiveness and reflect changes in the law, demographics and internal business requirements.

Implementation

It is the responsibility of YYSI to promote equality of opportunity and diversity in employment and to monitor the implementation of this policy.

The Managing Director is YYSI's senior level diversity and equal opportunities champion and as such is, on behalf of YYSI, the individual responsible for the effective operation of the policy.

A copy of our Diversity and Equal Opportunities Policy is available in YYSI's induction pack and is displayed on the staff notice board. YYSI will ensure that the policy is effectively communicated during induction, regular toolbox talks and that proper training and guidance is given to ensure that everyone fully understands their responsibilities as set out both in the policy and the legislations. All employees have a responsibility to observe this policy and to ensure that diversity management and equality of opportunity is continuously provided for in YYSI's activities.

In addition, managers have a particular responsibility for ensuring the policy is fairly and consistently applied in all areas under their control.

Recruitment

- YYSI will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy;
- YYSI is responsible for ensuring that no employee or job applicant receives less favourable treatment and that no employee or job applicant is placed at a disadvantage by requirements that are either directly or indirectly discriminatory;
- YYSI will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

It is illegal to discriminate on grounds of race, colour, ethnic or national origin, religion, age or sex in any of the following: job advertisements; selection; access to opportunities for promotion, transfer and training, salary or to any other benefits, facilities or services. The law is supplemented by Codes of Practice on Equality of Opportunity and Race Relations. Whilst these are not legally binding, any claim of discrimination, which is taken by an employee to an Employment Tribunal, will be considered in the light of the recommendations contained in those Codes.

It is Company policy to implement actively the provisions of the law and the Codes of practice, i.e. not to discriminate, and to provide equal opportunities to all employees irrespective of race, colour, sex, religion, age or disability. All employees, whether or not in positions of managerial responsibility have an obligation to assist the Company in effectively carrying out this policy. Disciplinary action will be taken wherever it is found that an employee is deliberately discriminating, or influencing others to discriminate, directly or indirectly, against a person in connection with matters covered by the relevant legislation and Codes of Practice.

Guidance on all aspects of the law and associated Codes of Practice can be obtained from a Director. The Directors have a particular responsibility for ensuring that all employees under their control are aware of their responsibilities.

Anti-Harassment

In support of YYSI's Diversity and Equal Opportunities Policy it is the company's policy to ensure that harassment or discrimination in the workplace is not tolerated.

Harassment/Discrimination is behaviour that is unwanted, unreasonable and offensive to the recipient, which creates an intimidation, hostile or humiliating work environment for that person. There are various types of harassment which can occur at work, they may be based on:

- Race, ethnic origin, nationality or skin colour
- Gender and/or sexual orientation
- Religious or political convictions
- Membership or no-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age

This list is not exhaustive and harassment can occur between people of the same sex or opposite sex.

Sexual Harassment

Sexual harassment has been defined as unwanted and unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that:

- Is made either explicitly or implicitly a term or condition of employment; or
- Issued as a basis for employment decisions affecting such an individual;
- Or has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment.

The company prohibits inappropriate conduct that is sexual in nature of work, on company business, or at company-sponsored events including the following:

- Comments, jokes, or degrading language or behaviour that is sexual in nature
- Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials
- Unwelcome sexual advances, requests for sexual favours, or any sexual touching
- Offering favourable terms or conditions of employment or benefits in exchange for sexual favours or threatening or imposing less-favourable terms or conditions of employment if sexual favours are refused.

Sexual harassment is prohibited whether it's between member of the opposite sex or members of the same sex.

All instances of harassment will be thoroughly investigated and where appropriate disciplinary action will ensue.

Signed:

A handwritten signature in black ink, appearing to read 'S. Owens'.

S. Owens

Director

YY Security Installations Ltd

30/06/2018 – Revision 0