Minerva Fire & Security
EQUALITY AND DIVERSITY POLICY

CP 07

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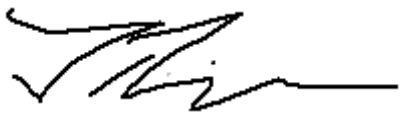
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Signed:  Date: 02.06.18

Position: Operations Director

Process Map	CP07
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1.0 Policy Statement

1.1 The policy introduces the key principles in relation to providing equality in employment practices and service provision and respecting diversity among staff, suppliers and customers.

1.2 Minerva is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation.

1.3 All staffs have the right to be treated in a fair, reasonable and consistent way with dignity and respect and without fear of discrimination, harassment or victimisation.

1.4 Minerva will also uphold the sixteen rights in the Human Right Act of all customers, staff and anyone in a relationship to the company, These includes the right to a fair trial, respect for private and family life, and the freedom of thought, conscience and religion.

1.5 Minerva is committed to developing staff awareness on Equality & Diversity issues as part of induction and core training module.

2.0 Scope

2.1 This policy should be read and observed by all directly employed staff and sub-contracted supplier of services appointed by Minerva.

3.0 Aims and Objectives

3.1 This Policy aims to remove unfair and discriminatory practices within Minerva and to encourage full contribution from its diverse community. Minerva is committed to actively opposing all forms of discrimination.

3.2 Minerva also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied. Minerva believes that all employees and clients are entitled to be treated with respect and dignity.

3.3 To ensure that recruitment, promotion, training, development, assessment, redundancy and service provision are determined on the basis of capability, qualifications, experience, skills and productivity.

4.0 Relevant Legislation

4.1 The main pieces of legislation influencing this policy are:

- The Equal Pay Act (as amended) 1970
- The Sex Discrimination Act (as amended) 1975
- The Human Rights Act 1998
- Employment Equality (Religion of Belief)) Regulation 2003
- Employment Equality (Sexual Orientation) Regulation 2003
- The Gender Recognition Act 2004

- The Civil Partnership Act 2004
- The Disability Discrimination Act 1995 and 2005
- The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000
- Employment Equality (Age) Regulation October 2006
- The Equality Act 2006

5.0 Further guidance on Equality and Diversity issues are available from:

- The Department of Trade and Industry
- The Equal Opportunities Commission
- The Commission for Racial Equality
- The Disabilities Right Commission

6.0 Definitions & Types of Discrimination

6.1 Definition of Discrimination

6.1.1 Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation. Discrimination may be direct or indirect.

6.2 Types of Discrimination

6.2.1 Direct Discrimination - This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of colour, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation.

6.2.2 Indirect Discrimination - This is the application of a policy, criterion or practice to a person which the employer would apply to others but which is such that:

- It is it detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;

- The employer cannot justify the need for the application of the policy on a neutral basis; and

- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement if that requirement is not justified by the position.

7.0 Unlawful Reasons for Discrimination

7.1 Gender and Marital Status - It is not permissible to treat a person less favourably on the grounds of their gender or the fact they are married. This applies to both men and women. Sexual harassment of men and women can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have

any (more) children constitutes discrimination on the ground of gender.

7.2 Age - It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

7.3 Disability - It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained, or promoted as a non-disabled person.

7.4 Race, Colour, Nationality and Ethnic Origin - It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

7.5 Sexual Orientation - It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, or transsexual.

7.6 Religion or Belief - It is not permissible to treat a person less favourably because of their religious beliefs or their religion.

7.7 Reasonable Adjustments - Minerva has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that Minerva considers reasonable and necessary provided such adjustments are within the financial means.
- If an employee has a disability and feels that any such adjustments could be made by Minerva, they should contact the Operations Director.

8.0 The Extent of the Policy

8.1 Minerva seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. Minerva will ensure that all sub-contractors and agents act in accordance with this Policy. Minerva will accept no liability for the actions of sub-contractors and agents. Minerva will offer goods and services in a fashion that

complies with the spirit of this Policy.

8.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with Minerva.

8.3 Minerva reserves the right to amend and update this Policy at any time.

9.0 Responsibility

9.1 The Operations Director will monitor the implementation of this policy in line with control assurance requirement.

9.2 All personnel will be responsible for taking forward the aims set out within this policy.

10.0 Policy Reference Information