

SMART SEC SOLUTIONS LIMITED

EQUALITY AND DIVERSITY POLICY

VERSION: 8

ISSUED: January 2024

SMARTSEC SOLUTIONS

EQUALITY AND DIVERSITY POLICY

1. General statement of policy

The aim of this Policy is to communicate the commitment of Directors and Managers to the promotion of equality of opportunity within Smart Sec Solutions Limited.

- 1.1 It is our policy to ensure that all job applicants and employees receive fair treatment regardless of their gender, sexual orientation, race, nationality, ethnic and national origin, disability, age, trade union membership, religious beliefs, work location and working hours. We do this by adhering to the Equality Act 2010 and all equal opportunities legislation and ensuring that we are fair, objective, transparent and free from discrimination in all of our systems, processes, procedures, activities and decisions.
- 1.2 We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.
- 1.3 We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our Equality & Diversity Policy will help all those who work for us to develop their potential, and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.
- 1.4 Equality & Diversity Policy applies to all those who work for (or apply to work for) SmartSec Solutions Limited:
 - Job Applicants and Potential applicants
 - Employees
 - Contract workers
 - Agency workers
 - Trainee workers and students on work experience or placements
 - Volunteer employees
 - Former employees.

2. Roles and responsibilities

2.1 Commitments

The Managing Director, as diversity champion, has overall responsibility for ensuring the correct application of the Policy. All managers have a responsibility to:

- Ensure the non-discriminatory treatment of all job applicants and employees and promote equality of opportunity.
- Identify and remove discriminatory attitudes and practices within the organisation.
- Raise the level of employees' awareness of the policy's existence.
- Deal fairly and speedily with any discriminatory issue raised in the course of employment.
- Support and contribute to the monitoring and review process
- Be aware of the diverse needs of employees and support them appropriately.

All employees have a responsibility to:

- Support this vision and continue to ensure that the principles of equal opportunities and diversity in the workplace are upheld
- Treat colleagues and stakeholders with dignity and respect
- Have due regard for equal opportunities in the work they do and the decisions they make
- Promote diversity in the workplace.

2.2 Implementation

The Managing Director has specific responsibility for the effective implementation of this Policy. Each Director, Manager and Supervisor also have responsibilities, and we expect all our employees to abide by the policy and help create the equality environment, which is its objective. In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants, contract or agency workers
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices, (e.g. Induction programs, staff newsletter)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too, will comply with the policy in their dealings with our organisation and our workforce
- A diverse workplace is promoted and celebrated through our policies and how we operate.
- Ensure that adequate resources are made available to fulfil the objectives of the Policy.

2.3 Monitoring and Review

The Managing Director has responsibility for the monitoring and review of this Policy and has set out the strategy to be adhered to.

2.3.1 Monitoring:

- We will conduct an Equality Impact Assessment with each policy review.
- We will use regular staff appraisals to ensure our employees feel they are being treated in line with our policy by their colleagues and that their behaviour is in accordance with the Policy.
- All employees are required to confirm they have read and understood the Policy as part of their induction and with each re-issue of the Policy. Support will be offered where needed.

2.3.2 Review:

- The Policy will be reviewed and updated at least annually.
- The Policy will be updated in accordance with any and all new legislation introduced that needs to be reflected in the Policy as it occurs, should I do so before the annual review is due.
- The effectiveness of our equal opportunities policy will be reviewed at least annually.

Where monitoring or review of the Policy identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance and re-issue the amended Policy.

3. Compliance

All employees are expected to comply with this Policy at all times. All employees will be made aware of this Policy and monitored to ensure their adherence to it. Non-compliance with this Policy by any employee may be viewed as gross misconduct and will result in the commencement of our disciplinary procedure.

3.1 Policy Compliance to Legislation

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved.

3.2 The relevant acts are:

- The Equality Act 2010
- Employment Equality (Age) Regulations 2006
- Part-time Workers (Prevention of less Favourable Treatment) Regulations 2000
- General Data Protection Regulation 2018
- Rehabilitation of Offenders Act 1994
- The Asylum and Immigration Act 1996

A handwritten signature in blue ink, appearing to read "Helme El-Aasar".

HELMEY EL-AASAR

Managing Director

2nd January 2024