



EQUAL OPPORTUNITIES POLICY

Policy Statement

Regency Guarding & Events is an equal opportunity employer and is committed to ensuring that the terms and conditions of employment of the employee and potential employee are equitable and non-discriminatory. This means that job applicants and employees will be treated fairly regardless of their age, sex, marital status, (including civil partnerships), sexual orientation, gender reassignment, race (including ethnic origin), disability, religion or religious beliefs and pregnancy and maternity.

Regency Guarding & Events will seek to promote equal opportunities and prevent harassment and bullying by publicising and communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through staff development.

Regency Guarding & Events will continually monitor its policies and practices to ensure that these principles are upheld. It is the employee's right to be treated with dignity and respect, which in turn will be conducive to performance, self-development and career advancement. Everyone has a responsibility to implement this policy

1. Definitions

- **Discrimination**

Direct discrimination means treating people less favourably than others on the grounds of their age, sex, marital status, sexual orientation, gender reassignment, race, disability, religion or religious beliefs, or pregnancy and maternity. Indirect discrimination means treating people less favourably by applying a provision, criterion or practice, which disadvantages such persons. Indirect discrimination applies to age, race, religion or religious beliefs, marital status, sexual orientation, disability and gender reassignment.

- **Age**

Discrimination based upon age includes direct or indirect discrimination against a person due to either their youth or their more advanced years – whether a person is considered “too young” or “too old” and the direct or indirect discrimination they receive as a result of this. Discrimination can occur in recruitment, selection, promotion, training, pay, benefits and other conditions. It can also occur in dismissal, redundancy and retirement or selection for these. The exception to this is age discrimination for operational reasons, where discrimination is objectively justified, for example where a person is required to be within a certain age range in order to perform their role efficiently and safely.

- **Sexual Orientation**

Sexual orientation means sexual orientation for a person of the same sex, different sex or for persons of both sexes, or based on a person's civil partnership status. It does not include sexual practices or preferences. Discrimination can occur based on a perception of a person's sexual orientation, even if that perception is wrong. It can also include discrimination against a person by reason of the sexual orientation of someone they associate with.



- **Gender Reassignment**

Gender reassignment means a desire to be known or to become a person of a gender different to that to which they were born. It applies to someone who has started or completed a process to change his or her gender.

- **Religion/Religious Beliefs**

Religion or religious beliefs is defined as any religion, religious belief or similar philosophical belief. It does not include philosophical or political beliefs unless that belief is similar to a religious belief. Discrimination can occur based on a perception of a person's religion or beliefs even if that perception is wrong. It can also include discrimination against a person by reason of the religion or religious beliefs of someone they associate with. Discrimination can occur even if the people involved are of the same religion or religious belief. It can also include someone who is discriminated against because they do not have a religion.

- **Harassment**

Harassment is defined as any hostile unwanted, unreasonable and/or offensive behaviour, which adversely affects a person's dignity, self-confidence and well-being and creates a hostile environment and which leads to that person feeling intimidated, degraded or humiliated. Harassment does not apply in respect of the categories of pregnancy and maternity or marital status.

- **Racial Harassment**

Racial harassment is defined as any action, conduct, comment gesture or behaviour that is offensive, embarrassing, insulting or intimidating. It may include derogatory remarks, quips, jokes, innuendos, taunts or physical abuse which is racially derogatory and potentially offensive and relates to a person's race, religion or ethnic origins.

- **Sexual Harassment**

Sexual harassment is defined as:

- a) Any action, conduct, comment, gesture, or physical contact of a sexual nature that is unwelcome and might reasonably be seen by an employee or prospective employee as placing an implicit or explicit condition on employment.
- b) Any persistent, unwelcome action, conduct, comment, gesture or physical contact of a sexual nature that is likely to cause offence, embarrassment or humiliation to an employee or creates an offensive working environment.

- **Bullying**

Bullying is repeated treatment with the purpose of controlling individuals or making them insecure in their roles or treatment that has that effect.

- **Victimisation**

Victimisation is defined as treating persons less favourably because of something they have done under or in connection with asserting their rights under any employment legislation or regulations. However, this does not apply if the employee has made or supported a false complaint.



2. Monitoring

All employees and job applicants will be asked to complete a form providing information regarding their age, sex, marital status, race, sexual orientation, religion and whether they suffer from any disabilities. This form will be used solely for the purpose of monitoring the effectiveness of Regency Guarding & Events equal opportunities policy and to ensure that that Regency Guarding & Events meets its obligations as an equal opportunities employer.

3. Procedure for Discriminatory Conduct

Any member of staff may use Regency Guarding & Events grievance procedure to complain about discriminatory conduct. The complaint will be investigated and considered based on the facts of the investigation. No individual will be penalised for raising such a grievance unless it is untrue and made in bad faith. If the matter relates to harassment or bullying of any kind the anti-harassment and bullying procedure set out below should be followed.

Any employee who discriminates against any other employee on the grounds of age, sex, marital status, sexual orientation, gender reassignment, race, disability, religion or religious beliefs, pregnancy and maternity, will be subject to Regency Guarding & Events disciplinary procedure as set out in the grievance and disciplinary policy. In serious cases where such behaviour has been deemed to constitute gross misconduct it will result in summary dismissal in the absence of mitigating circumstances.

4. Positive Action On Equal Opportunities

Regency Guarding & Events will regularly monitor the composition of the workforce and of job applicants. Should inequalities become apparent positive action will be taken.

5. Anti-Harassment & Bullying Procedure

As well as its commitment to equal opportunities, Regency Guarding & Events is committed to providing a work environment for employees, which is free from harassment or bullying on the grounds of age, sex, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, pregnancy and maternity. This may include embarrassment, intimidation, threats or discrimination.

Reasonable measures will be taken to ensure that no employee is subject to harassment or bullying. Regency Guarding & Events will also not condone any conduct, which may be construed as sexual harassment.

Any complaints of harassment or bullying should be made to the Director. The manner will be dealt with in a discreet and confidential manner. It is the duty of all employees, to ensure that the anti-harassment and bullying policy is implemented.



Harassment and bullying are disciplinary offences that may in the most serious cases lead to dismissal. Less serious infringements may lead to an apology from the harasser.

6. Alteration of this Policy

This policy is subject to review, revision, change, updating, alteration and replacement in order to reflect the changing needs of the business and to comply with legislation.

| Issue/ Review Date | Issuer/Reviewer | Changes |
|---------------------------|------------------------|------------------------|
| 05/11/2019 | Conor Powers | Initial Issue |
| 05/10/2020 | Conor Powers | None – Fit for purpose |
| 15/10/2021 | Conor Powers | None |
| 04.10.2022 | Conor Powers | None |