Marvellous Security Services Limited is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, ensuring each employee feels respected and is able to give their best. The organization is also committed to preventing unlawful discrimination against customers or the public in the provision of goods, services, and facilities.

**Purpose of Our Policy**

This policy aims to:

Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.

Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

* age
* disability
* gender reassignment
* marriage and civil partnership
* pregnancy and maternity
* race (including colour, nationality, and ethnic or national origin)
* religion or belief
* sex
* sexual orientation

Oppose and avoid all forms of unlawful discrimination. This includes in recruitment and selection processes, pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

**Our Commitments**

The organization commits to:

Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense.

* Create a working environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization, and unlawful discrimination. All staff should understand they can be held liable for acts of bullying, harassment, victimization, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers, and the public.
* Take seriously complaints of bullying, harassment, victimization, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and any others in the course of the organization’s work activities. Such acts will be dealt with as misconduct under the organization’s grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. Additionally, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence.

* Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
* Base decisions concerning staff on merit, except where necessary and limited exemptions and exceptions are allowed under the Equality Act.
* Review employment practices and procedures to ensure fairness and compliance with changes in the law.
* Monitor the workforce composition and assess the effectiveness of the equality, diversity, and inclusion policy and any supporting action plan annually, addressing any issues identified.

**Agreement to Follow This Policy**

The equality, diversity, and inclusion policy is fully supported by senior management and has been agreed with all stakeholders.

**Our Disciplinary and Grievance Procedures**

Details of the organization’s grievance and disciplinary policies and procedures can be found in the employee handbook. This includes with whom an employee should raise a grievance—usually their line manager. Use of the organization’s grievance or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

**Approved**

The Managing Director shall review this policy annually or following significant changes.

**Mr. Abdul Wahab**Marvellous Security Services Limited

This policy is reviewed on 15-05-2023