



Secure Box Services Equal Opportunities and Diversity Policy Statement

Our Vision

To be an equal opportunities employer. In this regard we intend to:

- promote equality in our employment
- eradicate discrimination
- maintain an employment situation that reflects the diversity in society.

Our aim is to:

- create an organisation which recognises the contribution of all staff, and which is supportive, fair, just and free from discrimination

Our principles

We believe that any modern organisation has to reflect all the communities and people it serves, in both employment and service delivery. We will challenge discrimination on the grounds of gender, race, marital status, age, disability, sexuality and faith.

Secure Box Services' vision for equal opportunities and diversity, monitors progress made towards meeting objectives to:

- take adequate steps to prevent discrimination
- take decisive action when discrimination occurs
- take steps to promote equality of opportunity and diversity

We accept our responsibilities set out in the following legislation:

- Equal Pay Act 1970
- Sex Discrimination Act 1975 (including the Gender [Reassignment] Regulations 1999)
- Race Relations Act 1976 and Amended Act 2000
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Greater London Authority Act 1999
- various European directives

How we achieve equality of opportunity

- We have implemented our employment Equality Standard and our Equality Strategy which is given to all staff and published on our intranet.
- We review and audit our equalities work.

Equality at work

Secure Box Services aims to be an inclusive employer that positively values the contribution of all employees. Through its employment policies Secure Box Services aims to achieve equality of opportunity for all sections of the workforce.

Secure Box Services works towards eliminating all discrimination, on the grounds of race (including institutionalised racism), gender, gender reassignment, disability, sexuality, age and faith. It believes that all employees should be treated with dignity and respect at all times and it will not tolerate bullying, harassment or victimisation of any groups or individuals.

To achieve this we:

- Encourage diversity and eliminate unfair treatment and discrimination through a full range of human resource policies and procedures in particular in the areas of recruitment, training and development and promotion.
- Recognise that staff have rights as employees to work in a supportive, safe and harassment free environment and that staff have individual and collective responsibility to value and respect each other's contributions.
- Promote an environment where standards of conduct are of the highest level and to ensure that no one is harassed, bullied or victimised.

Recruitment and promotion

- Advertisements for posts give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of gender, race, marital status, age, disability, sexuality or faith.
- Recruitment literature does not imply a preference for one group of applicants unless there is a genuine occupational qualification that limits the post to this particular group, in which case this must be clearly stated.
- Vacancies are circulated internally and advertised externally concurrently.
- All job profiles and essential attributes for jobs include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted on an objective basis and staff appointed on the basis of merit. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

- Secure Box Services does not discriminate on the basis of gender, race, marital status, age, disability, sexuality or faith in the allocation of duties between staff employed in any grade or grades with comparable job descriptions.
- All employees are considered solely on their merits for career development and promotion with equal opportunities for all.
- All employees are required to comply with our equality aims and to treat colleagues with dignity and respect.
- Secure Box Services supports the provision of flexible working hours and working arrangements. Our policies and procedures on flexible working will be kept under review, and we will also keep abreast of new initiatives being developed elsewhere.
- Secure Box Services believes it is important to promote order and fairness in the treatment of employees through the application of disciplinary and grievance procedures.

Training

- The provision of training is a key element for meeting the needs of the organisation, for staff development and for supporting positive action to address under-representation in certain occupations or grades.
- Employees will be provided with appropriate training regardless of gender, race, marital status, age, disability, sexuality or faith.
- All employees will be encouraged to discuss their career prospects and training needs with their Manager.

Discrimination and victimisation

- Secure Box Services respects the dignity of all employees and values the contribution they make in the workplace. Secure Box Services is committed to providing a working environment that is free from all forms of bullying and harassment and in which everyone is treated with respect.
- We do not tolerate this type of behaviour and will deal with any complaints of bullying and harassment promptly, fairly and in strict confidence. If, after investigation, it is found that bullying and harassment that has occurred, we will take action under our disciplinary procedure.