



MAN COMMERCIAL PROTECTION LIMITED

**BS EN ISO 9001
incorporating BS7499,
BS7858, BS7960 &
BS7984, 7958**

EQUALITY AND DIVERSITY POLICY

Date	January 2022
Review	January 2023

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**Approved by:
I. McCallister Chief
Executive Officer (CEO)**

VISION:

MAN Commercial Protection (hereto known as MAN Commercial) is an equal opportunities employer and committed to creating a culture in which diversity and equality of opportunity are promoted actively within the organisation and in which unlawful discrimination is not tolerated. MAN Commercial recognises the real business benefits of having a diverse community of staff and to this end works towards building and maintaining an environment which values diversity.

POLICY STATEMENT:

MAN Commercial believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, MAN Commercial will ensure that:

- Individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith or religion, gender, language, social/ economical background, sexual orientation, responsibility for dependants, trade union activity or any other inappropriate distinction;
- It promotes an inclusive and supportive environment for staff.

AIMS OF THE POLICY AND UNDERPINNING PRINCIPLES:

The aim of this policy is to ensure that in carrying out its activities MAN Commercial will have due regard to:

- Promoting equality of opportunity across all areas of the organisation.
- Promoting good relations between people of a diverse background.
- Eliminating unlawful discrimination.
- Selection criteria and procedures for the company will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

This policy is guided by the following principles:

- All staff should enjoy a safe environment free from discrimination and harassment/bullying.
- All employees should have equal access to quality services that are made available by MAN Commercial.
- All staff should have equal access to opportunities for personal, professional or academic development and career progression and promotion opportunities wherever possible.

These principles are to be reflected in the Staff Handbook a copy of which is issued to all employees.

RESPONSIBILITIES:

The Human Resources (HR) Department:

The HR Department is responsible for ensuring the strategic development, review and implementation of the Equality and Diversity Policy throughout MAN Commercial. In particular the Department is responsible for ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the Equality and Diversity Policy.

Specific tasks are:



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- Recruitment (Refer to MAN Commercial Operating Procedure (OP).15):
 - The HR Department should be informed as soon as practicable of any vacancies. They must maintain a list of enquirers by town / city and will use this list to identify likely candidates.
 - Advertisements for job vacancies are placed with local Job Centres or, where necessary the company web site or Newspapers. Advertisements must refer to MAN Commercial as an equal opportunities employer with positive policies on discrimination and equal opportunities.
 - Likely candidates are invited for interview at an appropriate venue such as the local Job Centre

- Vetting and Training:
 - Candidates are asked to complete an Application Form and provide original copies of documents to prove identity and address, in accordance with BS7858 and Security Industry Authority (SIA) Regulations.
 - Security vetting is carried out in accordance with BS7858 and the SIA rules.
 - All new candidates after successfully attending their interview stage(s) and vetting process are then invited to attend a training course in accordance with the requirements of BS7499, BS7958 and BS79560.
 - Subject to their passing training, candidates are offered provisional employment in the first instance. This is known as the probationary period.
 - Permanent employment may be offered on satisfactory completion of probation, including specific job training, a favourable competence assessment, and being granted a Licence by the SIA.

- Transfer into MAN Commercial through Transfer of Undertakings (Protection of Employment) Regulations 1981, as amended by all subsequent amendments (TUPE).
 - The regulations under TUPE place obligations on MAN Commercial in respect of employees who have a right to transfer to the company as a result of the company being awarded and taking on any new contract. The TUPE consultation process and continuous employment of dedicated security staff wishing to transfer should be undertaken in a careful, methodical and systematic manner. The consultation process should take into account the company's Equality and Diversity Policy.
 - MAN Commercial expects to receive, in a timely manner, from the previous employer all relevant details in accordance with legislation and industry guidelines.
 - All employees transferred under TUPE are asked to attend an Induction Course.
 - All transferees are subject to having a favourable vetting and competence assessment before three months are completed.

- Termination of Employment from MAN Commercial



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- Termination of employment may either be voluntary by the employee or determined by MAN Commercial through redundancy or breaches of discipline / contract of employment.
- All termination procedures are to be conducted in accordance with current legislation and as set out in the MAN Commercial Staff Handbook.
- Monitoring of Equal Opportunities Procedures and Practices

To ensure that direct or indirect discrimination is not occurring within MAN Commercial, the HR Department will monitor regularly on the number of employees from different gender, disability and ethnic groups by grade when:

- In post.
- Applying for posts
- Taking up training and development opportunities.
- Promoted.
- Transferred.
- Disciplined and dismissed
- Leaving the employment of MAN Commercial

MAN Commercial is committed to a programme of action to ensure equality of opportunity. Therefore if monitoring reveals under-representation of groups the HR Department is to inform the Chief Executive Officer and Department Heads accordingly.

DEPARTMENTAL MANAGERS:

Operational Departmental Managers are responsible for:

- Fostering a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted;
- Ensuring all staff are encouraged, supported and enabled to reach their full potential
- Identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas.
- Monitoring of their Department to ensure a balance of employees from different gender, disability and ethnic groups.

BREACH OF THE POLICY:

MAN Commercial will take seriously any instances of non-adherence to the Equality and Diversity policy by staff. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy.

RELEVANT LEGISLATION:

MAN Commercial has implemented this Equality and Diversity Policy in accordance with current legislation and codes of practice including:



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ACTS OF PARLIAMENT:

- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2004 and Sexual Orientation Regulation 2004.
- Race Relations Amendment Act 2000.
- Human Rights Act 1998.
- Disability Discrimination Act 1995.
- Race Relations Act 1976 and Amendment 2000.
- Sex Discrimination Act 1975.
- Equal Pay Act 1970 and Amendment 1983.
- Civil Partnership Act 2004.
- Disability Discrimination Act 2005.
- Equality Act 2006.

REGULATIONS:

- Sex Discrimination (Gender Reassignment) Regulations.
- Race Relations Act 1976 (Amendment) Regulations 2003.
- Equal Pay Act 1970 (Amendment) Regulations 2003.
- Employment Equality (Sexual Orientation) Regulations 2003.
- Employment Equality (Religion or Belief) Regulations 2003.
- Employment Equality (Sex Discrimination) Regulations 2005.
- Employment Equality (Age) Regulations 2006.