



By appointment to  
H.M. Queen Elizabeth  
Purveyors of  
Fire Protection Systems



## EQUALITY AND DIVERSITY POLICY

### OUR COMMITMENT

B.B.C Fire Protection Limited (01454397) T/A BBC Fire & Security 'The Company', clearly recognise that the UK population is made up of a diverse range of people consisting of:

- Men
- Women
- Different cultures
- Different colour, nationalities and language
- Different race
- Religious and non religious beliefs
- With visible / non visible physical and mental disabilities
- The young and old
- Hetrosexual, gay, lesbian, bisexual and transgender
- Married, single and civil partnerships
- Pregnancy and maternal needs
- People responsible for the care of others including minors, elderly and the infirm

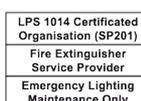
Through this, The Company is able to plan and adapt accordingly, to meet the individual and group needs of all its Employees, clients and customers with the purpose of providing a working environment and service that will preserve the dignity and respect of all and ensure that everyone is treated fairly and responsibly.

Our Directors, senior management and operational staff at the Company also know and understand that our very success depends on embracing this diverse range of people as it includes the ability to:

- Utilise all individuals' unique range of knowledge, understanding, ideas and perspectives which can only add positivity and value to the way we operate as a company
- Anticipate individual clients' needs by having insight into their policy and critically, the demographics of their populous
- Adapt to the needs of the regional demographics through generic and bespoke training to our Engineers, in order to apply a respectful and dignified workforce that best serves the community needs and reduce cause for complaint

### BBC Fire & Security

Registered Name: B.B.C Fire Protection Limited  
Registered Office: 20 Grosvenor Place, London, SW1X 7HN  
Registered in England & Wales  
Company Registration No. 01454397  
Vat Registration No. 342 4279 63



## THE COMPANY'S OBJECTIVES AND COMMITMENT TO EQUALITY AND DIVERSITY

The Company are not just observant of the law but are fully committed to and embracing the ethos of equality.

As a result, we are able to realise the impact of our behaviour has on others, whether intentional or unrealised, and adjust our attitudes, language, respect for others and act in a humane and dignified fashion towards all people, irrespective of any differences, and create a harmonious working environment free from individual or group discrimination, victimisation, bullying or harassment.

Our commitment to Equality & Diversity and outcomes are:

- To meet and exceed our responsibilities and lawful compliance with the Equality Act 2010
- To operate a Recruitment Policy and apply reasonable adjustments to allow recruitment of all persons that is fair and non discriminatory, therefore retaining Employees whose skills, experience and attitude are appropriate to the requirements of the various positions regardless of the nine protected characteristics
- The providing of equal access to employment, promotion and equal approach to the treatment of Employees, job applicants, regardless of their race, colour, nationality or ethnic origin. The Company will also take necessary steps to ensure that the views of all groups are taken fully into account as an integral part of any of our processes
- To recognise that discrimination and disadvantage, impacts adversely upon all communities in different ways. The Company accepts its responsibility to identify the needs of all different groups by ensuring that our service delivery and employment practices are responsive and relevant to all groups
- To have clear and concise job descriptions where Employees are able to be measured against realistic objectives and be provided with the ability to progress in their role through yearly appraisals and access to training where required
- Operate a working environment free from any form of harassment, bullying or improper conduct
- The Company will provide access to Grievance Procedures where Employees feel they have been discriminated against, bullied or harassed and ensure that the process meets all employment, legal and ethical requirements
- Provide the Company's Disciplinary Procedures to all, so they are aware of the consequences of their actions and or any malicious intent against others

## EQUALITY & DIVERSITY TRAINING

The Company operates a comprehensive, annually refreshed training program which all Employees are required to attend, provided by qualified and competent personnel. Through this, the Company consistently meet its legal requirements for Equality & Diversity, but will also strive to increase through positive reinforcement the need to embrace the true benefits and principles of diversity at work and home.

The aim of the training program is:

- Defining Equality & Diversity (E&D)
- Know the differences between E&D
- Know the legislative framework regarding Equality (including protected characteristics)
- The Company's approach to E&D
- Relative policies and procedures relating to E&D
- Know the Company's commitment to E&D and how this affects them

The learning outcomes of the training course – at the end of the training, the delegates will be able to:

- Understand the effect and the need to remove negative stereotypes and prejudices from all areas of their daily lives
- Be able to understand, respect and value difference
- Ensure that people are treated fairly and equally in the workplace irrespective of their marital or family status
- Make reasonable adjustments in the workplace to help people with disabilities achieve their full career potential
- Recognise and promote the benefits of a workforce of variable ages
- Recognise all individuals' rights and their freedom to believe or not and provide protection from intolerance and persecution for either

## RECRUITMENT

The Company recognises the pool of talent from all diverse areas and as a result will operate a recruitment Process that is representative of and responsive to different cultures and groups, where everyone has an equal chance to gain employment and succeed in their role. The Company are therefore committed to providing an equality of service and professional conduct in all areas of our business including:

- Advertising of job posts
- Recruitment selection
- Learning and development
- Job promotion

Blacklists are strictly prohibited and the Company's Recruitment Policy is committed to eliminating discrimination on the grounds of:

- Race, colour, culture and nationality
- Gender
- Age
- Disability
- Religious belief or not
- Marriage and Civil Partnership
- Sexual orientation
- Pregnancy, having children or caring and responsibility of other dependants
- Transgender / Transsexual

#### **THE REHABILITATION OF OFFENDERS ACT 1974**

The Company will not discriminate against persons with unrelated criminal convictions that are shown as spent under the amendments to the Act as of March 10th 2014. The Company will also take guidance and apply due consideration and a risk assessment for unspent convictions where appropriate to do so.

Pay Equality

The Board of the Company shall regularly review the salary of Employees against industry benchmarks to ensure that they remain competitive. The Board shall also monitor and review Employee salary levels to ensure that they continue to achieve equality and fairness in relation to the work performed and with due regard to Equal Pay Act requirements.

#### **VICARIOUS LIABILITY**

The Company accepts and takes responsibility for the actions of its Employees, throughout the company, during normal working hours and at all organised events that occur outside of normal practice. Therefore the company will take appropriate disciplinary action against any Employee who breach this policy at any of the stated times.

This will include:

- Inappropriate comments or statements
- Unwanted sexual advances or touching
- Racial intolerance (criminal)
- Bullying or harassment
- Threatening or physical abuse

#### **DISCRIMINATION**

The Company will seek to remove all forms of discrimination from all working practices and take very seriously any allegation of discrimination made by any Employee, client or customer. Allegations will be rigorously investigated and if confirmed, will be escalated to the appropriate person for immediate action. The Company will also adopt a more proactive stance in more serious cases and take measured actions, which may include the Police or Court for formal disciplinary procedures or criminal conviction in any of the following. This will include:

- Direct Discrimination: Treating any person less favourably than others without objective reason to do so or on the grounds of protected characteristic, in recruitment, training or advancement
- Indirect Discrimination: Having a rule or practice, which is applied equally to everyone, is unfair on one group of individuals, so the rule is to their advantage
- Discrimination by Perception: Direct discrimination against someone because others think they have a protected characteristic
- Discrimination by Association: Direct discrimination against a person who is associated to a person with a protected characteristic. This includes carers of disabled people and elderly relatives, who can claim they were treated unfairly because of duties they had to carry out at home relating to their care work
- Bullying and Harassment: Any unwanted or offensive behaviour that affect the dignity of men and women, including verbal/physical gesturing, jokes and content containing inappropriate comments or images. It will also be taken into account where it is discovered that malicious content against any Employee, client or customer is posted on social media and appropriate disciplinary action taken
- Victimisation: Unfair treatment due to making a complaint of discrimination or supporting someone else who is making a complaint

- Harassment by a third party: The harassment of Employees or customers by people who are not directly employed, such as contractors, service providers etc.

## **PART-TIME WORKERS**

This Equality & Diversity Policy also covers the treatment of those Employees and workers who work on a part-time bases. The Company recognises that it is an essential part of this policy that the part-time Employees are treated on the same terms as full-time (albeit on a pro-rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to pension scheme.

The Company also recognises that part-time Employees must be treated the same as full-time Employees in relation to training and redundancy situations and will not discriminate unlawfully and policy will apply when selecting candidate or temporary workers for employment within the company.

## **OUR STRATEGY**

Through formal, effective training and working practise, the Company will endeavour to effect an environment that meets the needs of our Employees and remove the social stigmatisms or stereotypes that effect the way we respond to others and to operate free of all discrimination. To constantly monitor and re-evaluate internal processes in order to remove potential discrimination or unfair practices that could have a detrimental effect on morale, Employee retention or the company's external image.

## **HUMAN RIGHTS POLICY STATEMENT**

The Company is also committed to ensure recognition and compliance with the European Convention on Human Rights and Fundamental Freedoms. The company respects the Convention rights and as such implements and creates policies and procedures to build a culture of rights and responsibilities which are compatible with the relevant part of the Act.

Grievances

Working in any environment can be challenging at times, it can sometimes be more difficult if there are concerns about working conditions/practices, unwanted or offensive behaviour or discrimination. To help to resolve these issues, the facility to raise a Grievance (or complaint) is available to all and Employees are openly encouraged by the Company to undertake, where any Employee feels unfairly or wrongly treated (refer to the Company's Grievance Procedure for process and further information).

## **RESPONSIBILITY**

The overall responsibility for ensuring that our policy is implemented, monitored and evaluated rests with each of the company Directors, although each Employee has a duty to ensure that they affect the policy as part of their routine work activities. We believe that through regular monitoring by the company Director's and Senior Managers all customers and Employees should be free from discrimination, harassment, prejudice and intimidation.

Regular reviews and assessments of the policy will be conducted to ensure that the Company is complying with current legislation, and will routinely measure the extent to which we are achieving our policy aims and will take any remedial action required where "gaps" are identified.

Signature: 

Date: 1<sup>st</sup> April 2019

Name: Rob Flinn

Position: Chief Executive Officer

The signatory review and above applies to the full suite of BBC Fire & Security Policies and Procedures.