

EQUALITY & DIVERSITY POLICY

Purpose and Scope

SmartSec Solutions is committed to promoting equality, diversity and inclusion across our workforce and to eliminating unlawful discrimination in all aspects of our operations.

Our goal is for our workforce to be truly representative of all sections of society and of the clients and communities we serve, and for every employee to feel respected, valued and able to perform at their best.

SmartSec Solutions also commits to providing services to clients, partners and the public in a way that is fair, respectful and free from discrimination or bias.

Purpose

The purpose of this policy is to:

1. Provide equality, fairness and respect for all in our employment, whether full-time, part-time or temporary.
2. Ensure that no employee, job applicant, client or member of the public is unlawfully discriminated against because of any of the following protected characteristics under the Equality Act 2010:
 - 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
3. Oppose and prevent all forms of unlawful discrimination in:
 - Pay and benefits
 - Terms and conditions of employment
 - Recruitment, promotion and training opportunities
 - Dealing with grievances and disciplinary matters
 - Dismissal and redundancy
 - Requests for flexible working
 - Leave for parents and carers

Our Commitments

SmartSec Solutions commits to the following principles and actions:

1. Promote equality, diversity and inclusion as essential to good practice, effective teamwork and business success.

2. Foster a workplace free of bullying, harassment, victimisation and unlawful discrimination, where dignity, respect and fairness are upheld, and where individual differences are recognised and valued.

All employees, supervisors and managers will receive appropriate training to understand their rights and responsibilities under this policy. Everyone must conduct themselves in a way that supports equal opportunities and prevents bullying, harassment, victimisation and discrimination.

Employees should understand that both they and SmartSec Solutions may be held liable for any acts of discrimination, harassment or victimisation carried out in the course of their work.

3. Treat all complaints of bullying, harassment, victimisation or discrimination seriously. Such matters will be addressed through SmartSec Solutions' grievance and disciplinary procedures, and appropriate action will be taken. Serious cases may be considered gross misconduct and could lead to dismissal without notice.

Acts of sexual harassment may also constitute criminal offences under the Sexual Offences Act 2003 or the Protection from Harassment Act 1997.

4. Provide equal access to training, development and promotion opportunities to help all employees reach their full potential, so that their skills and talents can be used to the fullest extent for the success of the business.
5. Make employment decisions based solely on merit, performance and legitimate business needs, except where lawful exceptions apply.
6. Regularly review employment practices, procedures and policies to ensure fairness and compliance with current legislation, and update this policy as needed.
7. Monitor the composition of the workforce (including age, gender, ethnic background, disability, sexual orientation and religion or belief) to ensure equality of opportunity and to measure progress towards inclusion goals.

Monitoring results will be reviewed annually, and actions will be taken to address any areas requiring improvement.

Responsibilities and Implementation

The Managing Director and senior management of SmartSec Solutions fully support this policy and take overall responsibility for its implementation.

Managers and supervisors are responsible for ensuring this policy is communicated, understood and applied consistently throughout the organisation.

Every employee has a duty to uphold the principles of equality, diversity and inclusion in their day-to-day work and in all interactions with colleagues, clients and the public.

Grievance and Disciplinary Procedure

Details of SmartSec Solutions' grievance and disciplinary procedures can be found in the Employee Handbook.

Any employee who believes they have been subjected to discrimination, harassment, or victimisation should raise the matter with their line manager or an HR representative, or through the formal grievance procedure.

Using the company's grievance or disciplinary procedures does not affect an employee's statutory right to make a claim to an employment tribunal within three months of the alleged incident.

A handwritten signature in blue ink, appearing to read 'Helmey El-Aasar'.

Helmey El-Aasar
Managing Director
30th June 2026

Policy Owner: Human Resources Manager

Policy Owner's Contact Number: 020 3002 9122

Policy Sponsor: Managing Director

Next Review Date: June 2027