

EQUALITY & DIVERSITY POLICY

POLICY STATEMENT

Quick Respond Security Limited acknowledges that discrimination and victimisation are unacceptable and recognises the benefits of utilising the full capabilities of its workforce. The Company is committed to ensuring that no employee or applicant receives less favourable treatment or facilities—whether directly or indirectly—in recruitment or employment on the grounds of age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

Our objective is to maintain a workforce representative of all sectors of society, where every employee is respected and empowered to perform to their highest potential.

The Company opposes all unlawful and unfair discrimination or victimisation, and this policy aims to ensure equality and fairness for all employees.

All staff, regardless of contract type, will be treated equitably and with respect. Decisions regarding recruitment, promotion, training, or other benefits will be based strictly on aptitude and ability. Employees will receive support and encouragement to fully develop their skills, promoting optimal organisational efficiency.

Employees must not discriminate or harass clients or customers, either directly or indirectly, on the basis of any protected characteristic when providing goods and services.

This policy and related procedures conform to statutory requirements and incorporate guidance from the Equality and Human Rights Commission, Government Departments, and other relevant statutory bodies.

OUR COMMITMENT

- Foster an environment that recognises and values individual differences and contributions.
- Ensure a working environment that upholds dignity and respect for all, prohibiting any form of intimidation, bullying, or harassment.
- Offer equal opportunities for training, development, and progression to all employees.
- Promote workplace equality as a standard management practice and business strategy.
- Review employment practices and procedures regularly to maintain fairness.
- Regard breaches of this equality policy as misconduct, subject to disciplinary action.
- Secure full support from senior management and agreement with trade unions and/or employee representatives.
- Monitor and review the policy annually.
-

RESPONSIBILITIES OF MANAGEMENT

The Chief Executive holds primary responsibility for effective implementation and operation of this policy. Directors and managers are required to ensure compliance within their teams, take all reasonable steps to prevent discrimination, and maintain proper records. Managers must:

- Ensure all staff understand the policy, its arrangements, and rationale;
- Address grievances concerning discrimination promptly and impartially;
- Complete appropriate documentation.

Human Resources and Head Office are tasked with monitoring application of the policy, including periodic departmental audits for employees and job applicants.

RESPONSIBILITIES OF STAFF

All employees share the responsibility for preventing unlawful discrimination. Staff attitudes are fundamental to achieving fair employment practices. All staff should:

- Adhere to the policy and associated procedures.
 - Avoid discriminatory behaviour and discouraging others from such conduct.
 - Refrain from victimising, harassing, or intimidating colleagues or groups with—or perceived to have—protected characteristics.
-
-

- Prevent discrimination or harassment against individuals due to their association with someone possessing a protected characteristic.
- Notify their manager if they become aware of any discriminatory practices.
-

THIRD PARTIES

If an employee experiences harassment from a third party (e.g., client or customer) related to a protected characteristic, <Company> will not tolerate such actions. The affected employee should inform their manager/supervisor immediately. The Company will investigate thoroughly and implement measures to prevent recurrence.

RELATED POLICIES AND ARRANGEMENTS

All employment policies intersect with equality of opportunity. Company policies will undergo regular review to eliminate any discriminatory elements.

RIGHTS OF DISABLED PEOPLE

The Company places special emphasis on meeting the needs of disabled employees.

Managers are required to:

- Make reasonable adjustments for disabled staff, including training, equipment provisions, or flexible hours, seeking expert advice when necessary.
- Include disabled staff in training and development programs.
- Consider disabled candidates during recruitment, making reasonable accommodations to enable them to perform effectively.

EQUALITY TRAINING

Regular briefings on equality issues will be provided to all staff, including inclusion in induction programmes. Managers involved in recruitment and selection will receive specialised training relating to the policy and associated procedures.

MONITORING

The Company commits to translating this policy into consistent practice across the organisation via systematic monitoring of its effectiveness.

Data on employee gender, marital status, ethnicity, sexual orientation, religion/belief, grade, and tenure in current grade will be routinely collected and analysed. Records will also be maintained for employees who disclose disabilities.

Recruitment, promotions, and access to training/development opportunities will be assessed regularly to ensure equal opportunities for all groups.

Information will be kept regarding staff engagement in key policies: Disciplinary, Grievance, Bullying & Harassment.

Equality impact assessments will be conducted as appropriate to evaluate effects of Company policies and services/products.

Monitoring data is confidential and will be used solely for assessment purposes.

If evidence indicates underrepresentation or improper progression within the workforce, an action plan will be developed. This includes reviewing recruitment and selection procedures, policies, and practices, and considering legal Positive Action.

GRIEVANCES/DISCIPLINE

Employees are entitled to lodge complaints regarding discrimination or victimisation through the Company Grievance or Harassment Procedures.

Any instances of discrimination or victimisation will be addressed as disciplinary matters under the Company Disciplinary Procedure.

REVIEW

The Director will supervise annual reviews of this policy and associated arrangements to assess effectiveness.



Ijaz Khan
Managing Director

January 2026