



EQUAL OPPORTUNITIES AND HARASSMENT POLICY

1. Policy Statement

T3 Security Ltd is committed to providing a working environment that is **fair, inclusive, professional, and free from discrimination, harassment, bullying, and victimisation.**

We recognise that equality, dignity, and mutual respect are essential to:

- Effective security operations
- Professional standards of conduct
- Employee wellbeing
- Public confidence in licensed security personnel

T3 Security Ltd values diversity and is committed to ensuring that all individuals are treated with **respect, fairness, and dignity**, regardless of role, status, or background.

This policy applies across all **SIA-regulated security activities** and supports our obligations under **UK employment law** and **SIA standards of professional conduct.**

2. Legal Framework

This policy is implemented in accordance with the following legislation (as amended):

- **Equality Act 2010**
- **Employment Rights Act 1996**
- **Health and Safety at Work etc. Act 1974**
- **Protection from Harassment Act 1997**
- **Public Order Act 1986** (where relevant to workplace conduct)
- **Data Protection Act 2018 / UK GDPR**
- **Security Industry Authority (SIA) Standards of Behaviour and Professional Conduct**

3. Scope

This policy applies to:

- All employees, contractors, and agency workers
- Job applicants, trainees, and probationary staff
- All workplaces, including client premises, offices, events, and mobile patrol environments
- All work-related activities, including training, travel, communications, and work-related social events

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4. Equal Opportunities Commitment

T3 Security Ltd is committed to ensuring equality of opportunity in all aspects of employment, including:

- Recruitment and selection
- Training and professional development
- Promotion and career progression
- Pay, benefits, and contractual terms
- Deployment, rostering, and shift allocation
- Disciplinary and grievance procedures
- Termination of employment

All decisions will be based solely on **merit, competence, qualifications, experience, and operational requirements**, including **SIA licensing, vetting, and role suitability**.

5. Protected Characteristics

In accordance with the **Equality Act 2010**, discrimination is prohibited on the grounds of:

- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation
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6. Discrimination

Discrimination may be:

- **Direct** – treating someone less favourably because of a protected characteristic

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- **Indirect** – applying a provision, criterion, or practice that disadvantages a protected group without objective justification
- **Associative** – discrimination due to association with someone with a protected characteristic
- **Perceptive** – discrimination based on a perceived protected characteristic

Discrimination in any form will not be tolerated.

7. Harassment and Bullying

Harassment

Harassment is **unwanted conduct** related to a protected characteristic that has the purpose or effect of:

- Violating a person's dignity, or
- Creating an intimidating, hostile, degrading, humiliating, or offensive environment

Examples include, but are not limited to:

- Offensive language, jokes, or remarks
- Unwanted physical contact
- Intimidation, threats, or aggressive behaviour
- Display or circulation of offensive material
- Inappropriate behaviour by colleagues, supervisors, clients, or members of the public

Bullying

Bullying is offensive, intimidating, malicious, or insulting behaviour, including the abuse or misuse of power, that undermines, humiliates, or injures an individual.

Harassment and bullying may occur **in person, verbally, in writing, electronically, or via social media.**

8. SIA-Regulated Security Considerations

Due to the public-facing nature of security work:

- Employees may encounter harassment from clients, customers, or members of the public
- T3 Security Ltd will support employees who experience harassment while performing their duties
- Security officers are expected to maintain **professional, proportionate, and lawful conduct**, even in challenging situations

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- Discriminatory or harassing behaviour by security staff may also constitute a **breach of SIA licensing conditions** and may be referred to the SIA where appropriate
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9. Responsibilities

Management Responsibilities

Managers and supervisors must:

- Lead by example
- Promote equality, inclusion, and respectful behaviour
- Challenge inappropriate conduct immediately
- Ensure complaints are handled **promptly, fairly, and confidentially**

Employee Responsibilities

All employees must:

- Treat colleagues, clients, and the public with respect and professionalism
 - Refrain from discriminatory, harassing, or bullying behaviour
 - Report incidents or concerns promptly
 - Cooperate fully with investigations
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10. Reporting and Complaints

Employees who believe they have experienced or witnessed discrimination, harassment, or bullying should:

- Raise the matter with their line manager, HR, or a senior manager
- Use the **Grievance Procedure** or **Whistleblowing Policy** where appropriate

All complaints will be:

- Taken seriously
- Investigated promptly and impartially
- Treated confidentially, as far as reasonably practicable

Victimisation of anyone who raises a concern or participates in an investigation is **strictly prohibited**.

11. Disciplinary Action

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Any breach of this policy may result in **disciplinary action**, up to and including **dismissal for gross misconduct**.

Where appropriate, matters may also be referred to:

- The **Security Industry Authority (SIA)**
- The police
- External regulatory or legal bodies

12. Training and Awareness

- Equality, diversity, and harassment awareness training will be provided at induction
- Refresher training will be delivered periodically
- Managers will receive additional training to support fair, lawful, and consistent decision-making

13. Confidentiality and Data Protection

All personal data relating to complaints or investigations will be processed in accordance with the **Data Protection Act 2018 / UK GDPR** and retained only for as long as necessary.

14. Policy Review

This policy will be reviewed:

- **Annually**
- Following changes to legislation or SIA guidance
- After significant incidents or organisational change

Director:

Peter Moore

Date:

08/12/2025

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