



EQUALITY AND DIVERSITY POLICY

1. Policy Statement

T3 Security Ltd is committed to **promoting equality and diversity** within our workforce and eliminating **unlawful discrimination, harassment, bullying, and victimisation**.

We aim for a workforce that is **representative of all sections of society**, reflective of our customers, and where each employee feels **respected, valued, and able to give their best**.

This commitment extends to our **clients, their customers, and the general public**, ensuring that all services are delivered in a professional, fair, and non-discriminatory manner.

2. Purpose

The purpose of this policy is to:

- Provide **equality, fairness, and respect** for all employees, including **full-time, part-time, and temporary staff**.
- Prevent **unlawful discrimination** on the basis of protected characteristics under the **Equality Act 2010**, including:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race, colour, nationality, ethnic or national origin
 - Religion or belief
 - Sex (gender)
 - Sexual orientation
- Avoid and oppose all forms of **unlawful discrimination** in relation to:
 - Pay and benefits
 - Terms and conditions of employment
 - Grievance, disciplinary, dismissal, or redundancy procedures
 - Leave entitlements, including parental leave
 - Flexible working requests
 - Recruitment, promotion, training, or other development opportunities

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3. T3 Security Ltd Commitments

T3 Security Ltd is committed to:

1. **Encouraging equality and diversity** in the workplace as good practice and sound business sense.
2. **Creating a safe and inclusive working environment** free from bullying, harassment, victimisation, or unlawful discrimination, promoting **dignity and respect** for all employees.
3. **Training managers and employees** on their responsibilities under this policy, including the duty to prevent discrimination, harassment, bullying, and victimisation.
4. **Ensuring accountability**, recognising that both employees and the organisation can be held liable for unlawful acts committed during employment, including against colleagues, clients, customers, or the public.
5. **Taking complaints seriously**, investigating allegations of bullying, harassment, victimisation, or discrimination promptly. Serious breaches may result in **disciplinary action up to and including dismissal for gross misconduct**. Sexual harassment may also involve criminal liability.
6. **Providing training, development, and progression opportunities** for all employees to reach their full potential and maximise organisational efficiency.
7. Making all **employment decisions on merit**, except where limited exemptions are permitted under the Equality Act 2010.
8. **Regularly reviewing employment practices, procedures, and this policy** to ensure fairness and compliance with current law.
9. **Monitoring workforce composition**, including age, gender, ethnic background, sexual orientation, religion or belief, and disability, to assess the effectiveness of this policy and associated action plans. Monitoring outcomes will be reviewed annually, and corrective action taken where necessary.
10. Religious Observance and Prayer During Working Hours:

T3 Security Ltd recognises and respects the right of employees to hold religious beliefs in accordance with the **Equality Act 2010**, including the protected characteristic of religion or belief.

The Company will make reasonable efforts, where operationally possible, to accommodate religious observance. However, due to the nature of security operations and contractual obligations to clients, employees must not leave their assigned post or duties to pray during working hours unless this falls within an authorised and scheduled break.

Employees wishing to pray during a shift may do so only during their allocated rest breaks. Break times will be arranged in accordance with operational requirements and relevant legislation.

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Prayer must not interfere with service delivery, health and safety obligations, client requirements, or SIA licensing conditions.

Requests for adjusted break times for religious observance should be submitted in advance to a line manager. Such requests will be considered reasonably and fairly, balancing the employee's needs with operational and contractual requirements.

Failure to remain on duty outside scheduled breaks without authorisation may be treated as a disciplinary matter.

4. Responsibilities

Senior Management

- Provide visible support for equality and diversity initiatives
- Ensure policies, procedures, and practices comply with law and SIA standards
- Monitor implementation and effectiveness of this policy

Managers and Supervisors

- Promote equality and diversity in daily operations
- Challenge inappropriate behaviour immediately
- Ensure that complaints are handled **confidentially, fairly, and promptly**

Employees

- Treat colleagues, clients, and members of the public with respect
- Avoid discriminatory behaviour or harassment
- Report concerns or incidents through line management, HR, or the **Whistleblowing Policy**

5. Reporting and Grievances

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

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

All complaints will be:

- Taken seriously
- Investigated promptly, fairly, and confidentially

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- Handled in accordance with employment law

Employees retain the right to make a **claim to an Employment Tribunal** within the statutory timeframe, regardless of internal procedures.

6. Policy Review

This policy will be reviewed:

- **Annually**
 - Following changes to **employment law** or **SIA guidance**
 - After significant incidents or organisational change
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7. References

- **Equality Act 2010**
- **Employment Rights Act 1996**
- **Protection from Harassment Act 1997**
- **Health and Safety at Work etc. Act 1974**
- **SIA Licensing Standards and Codes of Conduct**

Director:

Peter Moore

Date:

14.01.2026

A handwritten signature in black ink, appearing to be 'Peter Moore', written in a cursive style.

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