



## LONDON SECURITY SERVICES (UK) LTD

YOU'RE IN SAFE HANDS WITH US

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### Equality, Diversity & Inclusion Policy

#### Policy Statement

London Security Services (UK) Limited is an equal opportunity employer, committed to providing a workplace that is equitable, inclusive, and free from discrimination, harassment, bullying, or victimisation. All job applicants, employees, and service users will be treated fairly, with dignity and respect, regardless of age, sex, marital or civil partnership status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, pregnancy, maternity, or any other protected characteristic under the Equality Act 2010.

The organisation is dedicated to promoting equal opportunities in all aspects of employment, including recruitment, training, promotion, pay, and career development. We will prevent harassment, bullying, and discrimination by publicising and implementing this policy, providing training, and raising awareness. London Security Services will continually monitor and review its practices to ensure that the principles of equality, diversity, and inclusion are upheld, and will take positive action where inequalities are identified. Every employee has a responsibility to implement and support this policy.

In line with the Race Relations Act 1976, the Race Relations (Amendment) Act 2000, and the Human Rights Act 1998, the company affirms its commitment to promoting harmonious race relations. Any form of racism, whether deliberate or out of ignorance, is unacceptable. Inappropriate language, behaviour, or attitudes will not be tolerated. All staff are expected to discourage racial intolerance and to lead by example. London Security Services will work with others to tackle racial discrimination and will require individuals and companies delivering services on its behalf to adopt similar standards.

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#### Scope

This policy applies to all employees, whether permanent, temporary, part-time, or fixed-term, as well as to job applicants, contractors, and agency staff working on behalf of London Security Services (UK) Limited. It also applies to individuals and companies contracted to deliver services for the organisation.

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#### Recruitment & Promotion

Recruitment processes will be fair and transparent. Job advertisements will be clear, accessible, and free from bias. Vacancies will be circulated both internally and externally to ensure equal opportunity. Job descriptions and specifications will include only the requirements necessary for the effective performance of the role. Selection processes will be fair, consistent, and based solely on merit. Recruitment literature will not imply preference for any group unless a genuine occupational requirement applies, and such exceptions will be clearly stated. The company will also encourage applications from members of minority ethnic communities and people with disabilities.

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#### Employment & Training

The allocation of duties will not discriminate on any protected grounds. Reasonable adjustments will be made to accommodate employees with disabilities. All employees will be encouraged to discuss career prospects and training needs with their line manager or HR. Training and career development opportunities will be available to all. Staff will also be provided with the skills and knowledge to deal with reports of racist or offensive incidents in an informed, sensitive, and effective manner.

## Definitions of Discrimination & Unacceptable Conduct

Discrimination can take many forms. Direct discrimination means less favourable treatment based on a protected characteristic, while indirect discrimination occurs when a policy or practice disadvantages a protected group without justification. Harassment is hostile, offensive, or unwanted behaviour that undermines dignity and well-being. Racial harassment includes conduct or remarks that are offensive or intimidating on the basis of race, religion, or ethnic origin. Sexual harassment refers to unwelcome conduct of a sexual nature that creates an intimidating or offensive environment. Bullying is repeated behaviour intended to undermine or intimidate an individual. Victimisation occurs when someone is treated less favourably because they raised or supported a complaint under this policy.

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## Monitoring

The organisation will regularly monitor workforce composition to ensure equality commitments are being met. Employees and job applicants may be asked to provide anonymised information regarding age, sex, marital status, race, sexual orientation, religion, and disability. This information will be used solely to monitor the effectiveness of this policy. Reports of racist or offensive incidents will be recorded, monitored carefully, and investigated with diligence, with relevant findings made available where appropriate.

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## Our Commitments

London Security Services is committed to eliminating discrimination and encouraging diversity, advancing equality of opportunity for all, and providing a working environment which promotes dignity and respect. No form of intimidation, bullying, harassment, or prohibited conduct under the Equality Act will be tolerated. The company will foster good relations between people, promote racial equality, and ensure that all employees are supported to reach their potential. Any breaches of this policy will be treated as misconduct and may lead to disciplinary proceedings.

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## Grievances, Complaints & Disciplinary Action

Any employee may raise a complaint of discrimination, harassment, bullying, or victimisation under the company's grievance procedure. Complaints will be handled promptly, fairly, confidentially, and without victimisation. Any behaviour amounting to harassment, bullying, racial discrimination, or other prohibited conduct will be treated as misconduct and may result in disciplinary action up to and including dismissal. Serious breaches may constitute gross misconduct.

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## Anti-Harassment & Bullying Commitment

London Security Services (UK) Limited is committed to providing a safe and respectful workplace. Reasonable measures will be taken to ensure that no employee is subject to harassment, bullying, or intimidation. Harassment, bullying, and racial discrimination are disciplinary offences and will not be tolerated. All staff are responsible for ensuring that this policy is upheld.