

- **Uniformed SIA Security Officers**
- **Key Holding**
- **Alarm Response**
- **Mobile Security Patrols**
- **Remote CCTV Monitoring**



1 The Stables – Holt Farm Estate  
Holt Lane, Cosby Hill  
Leicestershire LE9 1RA

Tel: 01455 208 301

Fax: 01455 209 457

Email: [info@duvalsecurity.co.uk](mailto:info@duvalsecurity.co.uk)

Web: [www.duvalsecurity.co.uk](http://www.duvalsecurity.co.uk)



## Equality & Diversity Policy Statement:

Compliant with the Race Relations act 1976 & Equality Code of Practice 1983  
Sex Discrimination Act 1975 and Disability Discriminations Act 1995

Duval Security Services Limited is intent on advancing equality and diversity as key features within all its activities, as it believes this to be ethically right and socially responsible. Equality and diversity are essential factors that contribute to the ethos, training and economic strengths of the Company.

The Company's Equality and Diversity Policy provides for coordination and implementation at a strategic level and is supported by additional policies that provide for an organization-wide integrated approach to equality and diversity.

### 1. Commitment to Equality and Diversity

The Company believes that excellence will be achieved by recognizing the value of every individual. We aim to create an environment that respects the diversity of all our employees and enables them to achieve their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of the Company.

To this end, the Company acknowledges the following basic rights for all employees, prospective employees and others with whom our employees may have dealings:

- To be treated with respect and dignity;
- To be treated fairly with regard to all procedures, assessments and choices;
- To receive encouragement to reach their full potential.

These rights carry with them responsibilities and the Company requires that all employees recognize these rights and act in accordance with them in all dealings with fellow staff, employees, job applicants and other persons. In addition, the Company will comply with all relevant legislation and good practice.

No individual will be discriminated against. This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age or for any other reason.

**Reliable**

**Professional**

**Competent**

**Monitored**

**Accountable**

**Pro-Active**

## **Responsibility**

The Board of Directors, via the office of the Chief Executive has overall responsibility for ensuring that the Company operates within a framework of equality of opportunity.

The Compliance Director will be charged specifically with duties relating to equality and diversity. This person will also be responsible for keeping the Chief Executive and the Board of Directors informed of all developments made in this area.

The Company, through the offices of the Compliance Director, will co-ordinate related activities, facilitates developments and communicates responsibilities to appropriate staff within the Company.

The Company recognizes that all of its staff and employees have a duty to support and uphold the principles contained in its Equality and Diversity Policy and supporting policies. The commitment of all members of the Company is required to make the policy a success.

## **4. Implementation**

The Board of Directors and the Chief Executive will have ultimate responsibility for ensuring implementation of those policies that are related to equality and diversity.

## **5. Communication**

The Equality and Diversity Policy will be copied and made freely available to all staff, and employees, both in hard copy and on the Company web site. Copies will also be freely available to recognized trade unions or other organizations representing the interests of the employees. If alternative formats of the Policy are required, such as large print, audio cassette, brail or translation, please contact the Compliance Director who will make arrangements.

In addition, the Company will provide training courses which will be available to all employees. The syllabus will include Company equality and diversity policy, supporting policies and relevant law as well as guidance as to how these may be translated into best working practice. All staff should attend training events and a record of their attendance maintained.

The Company will, from time to time, supplement approved organizational policy with codes of practice or guidelines on behavior and these will be disseminated to the relevant members of staff.

## **6. Complaints**

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure. Copies of the staff grievance policy can be obtained from the Human Resources department. Details of the grievance and appeals procedures are included in the Employee Handbook.



Ray Stone  
Managing Director