

## EQUALITY DIVERSITY AND INCLUSION POLICY

**Reassurance Security Services Ltd (RSSL)** is committed to eliminating discrimination and promoting equality and diversity in our own policies, practices and procedures and in those areas in which we have influence.

This applies to our dealings with members of **RSSL** which in this policy shall include employees and third parties.

**RSSL** will treat everyone equally and with the same attention, courtesy and respect and will not discriminate without lawful cause against any person, nor victimise or harass them on the grounds of their: -

- race or racial group (including colour, nationality and ethnic or national origins)
- gender (including marital status, gender reassignment, pregnancy, maternity and paternity)
- sex or sexual orientation (including marriage and civil partnership status)
- religion or belief
- age; or
- disability

In implementing its equality and diversity policy, **RSSL** will comply with the Equality Act 2010 and with current and any future anti-discrimination legislation and associated codes of practice and any relevant amendments or re-enactments of such legislation and any relevant amendment to such codes or further codes of practice.

### The employer

As an employer, **RSSL** will treat all employees of **RSSL** and job applicants equally and fairly and will not discriminate unlawfully against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related matters.

**RSSL** recognises the benefits of having a diverse workforce and will take steps to ensure that, it endeavours to recruit from the widest pool of candidates possible; employment opportunities are open and accessible to all on the basis of their individual qualities and personal merits; selection criteria and processes do not discriminate on any of the prohibited grounds referred to above.

We will create a working environment which is free from discrimination, victimisation and harassment and which respects the diverse backgrounds and beliefs of employees of **RSSL**.

Terms and conditions of service for employees of **RSSL** will comply with anti-discrimination legislation. The provision of benefits such as working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not discriminate against any employee on any of the prohibited grounds referred to above. Where appropriate and necessary, we will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees.

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### Suppliers

All lists, if any, of approved suppliers and databases of other third parties who, or which, are regarded as suitable to be instructed by those within **RSSL** have been or will be compiled only on the basis of the ability of those persons or organisations to undertake work of a particular type and do not or will not contain discriminatory exclusion, restriction or preference.

### Promoting equality and diversity

**RSSL** is committed to promoting equality and diversity in the company as well as in those areas in which it has influence. Employees of **RSSL** will be informed of this policy and will be provided with equality and diversity training appropriate to their needs and responsibilities. In the event any employees of **RSSL** requires additional training that can be requested at any time,

All those who act on behalf of **RSSL** will be informed of this equality and diversity policy and will be expected to pay due regard to it when conducting business on **RSSL** behalf.

### Implementing the Policy

#### Responsibility

Ultimate responsibility for implementing and monitoring the policy rests with the Directors of **RSSL**. All are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the company. Any breach of this policy by members of the company will result in disciplinary action, including termination of services where appropriate.

#### Complaints of discrimination

**RSSL** will treat seriously and will take action where appropriate concerning all complaints of breaches of this policy made by employees or other third parties. All complaints will be investigated in accordance with the firm's grievance, disciplinary and/or complaints procedures and the complainant will be informed of the outcome.

#### Application and status of this policy

- (1) This policy is not part of any contract of employment or partnership agreement and may be changed at any time.
- (2) Notwithstanding the above, it is a requirement of **RSSL** that all employees of the firm comply with this policy and breach of either will result in disciplinary action, including termination of services where appropriate.
- (3) This policy will be reviewed from time to time but not less than annually.

#### Publication of this policy

Every employee of **RSSL** will receive a copy of this policy and it will be available on request to any client or other relevant third parties.