

## Equal Opportunities and Diversity Policy Statement

1. SECOM PLC is an Equal Opportunities Employer. The objectives of the following policy are to ensure that the talents and resources of employees are utilized to the full and that no applicant or employee;

**EITHER** receives less favourable treatment on the grounds of gender, race, disability, colour, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and age.

**OR** is disadvantaged by conditions or requirements, which have a disproportionately adverse effect on his or her racial, national, colour, gender, marital status or age group,

**AND** which cannot be justified on grounds other than these reasons.

Equal opportunities and diversity cover all aspects of working life. The understanding and views of people on related issues are shown through their behaviour.

2. The Company will: -

2.1 Apply this policy positively and equally to all categories of staff.

2.2 Apply this policy to all selection procedures in order to ensure that individuals are treated for the purpose of selection, promotion and training on the basis of their relative merits and abilities in relation to the requirements of the post.

2.3 Encourage all employees within the company's service to progress within the organisation.

2.4 Take overall responsibility for and monitor this policy. On the Company's behalf the Managing Director is responsible for the implementation and monitoring of the policy. The detailed implementation will be delegated as appropriate to Departmental Heads with responsibility for staff.

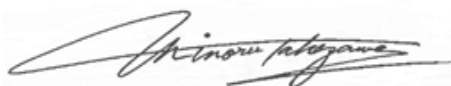
2.5 Require each member of the Company not to discriminate either directly or indirectly in the course of his/her duties and to incorporate this requirement into Company training syllabi.

3. This policy is based on the requirements of employment law. Any employee who fails to comply with the policy will be subject to the Company's disciplinary procedure and may be in breach of the law.

4. If at any time an employee considers that he or she has been treated unfavourably in terms of the criteria set out in Paragraph 1 above, the matter should be raised under the Company's grievance procedure.

5. SECOM ensure that adequate financial and physical resources are available to ensure that Company objectives are met.

6. This Policy is reviewed annually.



Signed:.....

Minoru Takezawa – Managing Director      January 2021

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PO010	2	02/01/2020	Public	1 of 1