	<b>Vigilant Security</b>
	<b>Totally Integrated Management System</b>
	<b>Equality, Inclusion &amp; Diversity Policy</b>
	<b>Version 10</b>






## Equality, Inclusion & Diversity Policy

### Our Core Commitment

At Vigilant Security, we are proud to be an equal opportunities employer. We are committed to building a workplace and service environment where diversity is celebrated, equality is standard, and everyone is treated with dignity and respect.










We recruit, train, promote, and reward based on merit, not background or personal characteristics.

We pledge to:

-  Create a culture where differences are respected and valued
-  Ensure a dignified and respectful workplace for all
-  Provide equal access to training, development and promotion
-  Continuously review policies to ensure fairness and inclusion
-  Train hiring managers to avoid unconscious bias

### No Discrimination – No Exceptions






We do not tolerate discrimination of any kind. It is unlawful to discriminate against anyone on the basis of a protected characteristic, including:


-  Age
-  Disability
-  Gender reassignment
-  Marriage or civil partnership
-  Pregnancy or maternity
-  Race, nationality or ethnic origin
-  Religion or belief
-  Sex
-  Sexual orientation

### Who This Policy Applies To







This policy covers all employees, workers, and job applicants.

It applies across the entire employment lifecycle:

-  Recruitment & Selection
-  Training & Development
-  Promotion & Career Progression
-  Pay & Benefits
-  Day-to-day workplace conduct

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	<b>Totally Integrated Management System</b>
	<b>Equality, Inclusion &amp; Diversity Policy</b>
	<b>Version 10</b>

## Our Guiding Principles

-  **Merit-Based Opportunities:** Decisions are based on aptitude and ability.
-  **Zero Tolerance:** Harassment, bullying, and victimisation will not be tolerated.
-  **Support for All:** We help every employee develop their full potential.
-  **Legal Compliance:** Our policies align with the Equality Act 2010.
-  **Manager Responsibility:** Senior leaders are accountable for policy implementation.
-  **Ongoing Monitoring:** Regular reviews ensure we remain fair and inclusive.



## Company Values

<b>Integrity</b>	We believe nothing is more important than our reputation and we uphold the highest standards of integrity in all our daily actions, which is fundamental to who we are.
<b>Transparency</b>	Transparency breed's trust. Trust is the foundation of great teamwork.
<b>Accountability</b>	We are personally accountable for delivering on our commitments. We will ensure we always maintain the highest of standards and protect the reputation of our client's business and our own.
<b>Professional Image</b>	We pride ourselves in all of our endeavours to maintain our high standards of consistent image and uniform presentation, leaving a lasting impression on our clients and act as company brand ambassadors.
<b>Working with Others</b>	We work closely together with each other and our service partners to ensure we always meet the needs of our clients.
<b>Cultural Diversity</b>	We believe working with different people from different back grounds and cultures allows us to grow into better professionals. It is our aim to set the highest example of cross-cultural awareness in all our acts and communications.
<b>Working Sustainably</b>	Protecting our planet's finite resources and working sustainably with our business partners.


## Focus Areas

We take specific action to promote equality in these key areas:

### Age

-  Equal access to opportunities for all age groups
-  Challenging stereotypes about youth or older workers

### Disability

	<b>Vigilant Security</b>
	<b>Totally Integrated Management System</b>
	<b>Equality, Inclusion &amp; Diversity Policy</b>
	<b>Version 10</b>

- ✚ Providing reasonable adjustments
- ✚ Improving accessibility (e.g., braille, sign language support)

### **Gender & Gender Reassignment**

- ✚ Equal treatment for all genders
- ✚ Supporting those undergoing gender transition

### **Race & Ethnicity**

- ✚ Swift action against racism
- ✚ Actively promoting race equality

### **Sexual Orientation**

- ✚ Respecting and supporting LGBTQ+ individuals
- ✚ Promoting positive representation

### **Religion or Belief**

- ✚ Accommodating religious practices
- ✚ Encouraging mutual respect

### **Pregnancy & Maternity**

- ✚ Challenging outdated assumptions
- ✚ Supporting pregnant employees and new parents

### **Marriage or Civil Partnership**

- ✚ Equal treatment, no matter your relationship status

### **Ex-Offenders**

- ✚ Providing equal opportunity, except where safeguarding requires otherwise


### **Equal Pay**

- ✚ Ensuring men and women receive equal pay for equal work

## **Training and Development**

All senior staff receive training on this policy to ensure:

- ✚ Full understanding of **legal and ethical obligations**
- ✚ Equality principles are embedded in **promotion and training practices**
- ✚ We also provide all staff with classroom-based customer service training during our Steps to Success modules and cover working with and across cultures in detail.

	<b>Vigilant Security</b>
	<b>Totally Integrated Management System</b>
	<b>Equality, Inclusion &amp; Diversity Policy</b>
	<b>Version 10</b>

- ✚ Our Senior Management team annually attend an EDI conference in London held by Diversity and Inclusion Conferences. During this, they can listen to various professionals across different businesses demonstrating ideas and lived experiences to drive neurodiversity, safe workplaces and promoting diverse talent.

## Recruitment, Advertising and Selection

Our recruitment process is designed to select the candidate who best meets the requirements of the role, based on relevant experience, skills, and qualifications. We are fully committed to promoting equal opportunities at every stage of recruitment and selection.

Job advertisements will be written to actively encourage applications from a diverse range of qualified and experienced individuals. To help attract candidates from all parts of the community, the company will, wherever practical:

- ✚ Avoid placing job ads in locations or publications that might exclude or discourage certain groups with protected characteristics.
- ✚ Refrain from including unnecessary criteria that could unfairly limit the pool of applicants.
- ✚ Make a conscious effort to attract candidates from areas or groups that are underrepresented within Vigilant Security.
- ✚ Consider applicants with criminal records on a case-by-case basis, without automatically excluding them from job opportunities.


When roles are being filled through internal promotion or transfer, opportunities will be communicated to all eligible employees in a way that ensures fair access for everyone, regardless of their background or protected characteristics.

The selection process will be applied consistently across all roles and levels. Every application will be treated equally. Staff involved in recruitment will be fully informed about the selection criteria and expected to apply them fairly. Job descriptions and person specifications will focus only on what is essential for effective performance in the role.

Wherever possible, interviews will be conducted by at least two people, and questions will relate directly to the role's requirements. Hiring decisions will be based on how well each candidate meets the job criteria and their ability to perform or be trained for the position.

For disabled applicants and employees, Vigilant Security will meet its obligations under the Equality Act 2010. This includes making reasonable adjustments to working practices, the physical workspace, or providing support where necessary, to ensure no one is put at a disadvantage due to a disability.

If a role involves specific demands, such as working irregular hours or frequent travel, any potential impact on the candidate will be discussed objectively, without making assumptions based on protected characteristics.

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	<b>Totally Integrated Management System</b>
	<b>Equality, Inclusion &amp; Diversity Policy</b>
	<b>Version 10</b>

**Promotion and Career Development**

When considering promotions or career development opportunities, managers should assess each employee as an individual, taking into account their unique skills, experience, and potential. Decisions should never be based on assumptions related to age, race, gender, marital status, disability, or any other protected characteristic.





The goal of learning and development is to support employees in improving job performance, building new skills, and preparing for future roles. Managers should identify and support the individual development needs of their team members. Training opportunities should be offered fairly — for example, men should not be prioritised over women, and assumptions about family responsibilities should not affect decisions about someone's career potential.

Training materials should use inclusive language and imagery that reflect the diverse backgrounds of our employees and customers. We are committed to meeting the specific needs of disabled employees, and we will offer a variety of training methods and formats to ensure equal access for all staff, regardless of their location or working hours.







**Equality, Diversity and Inclusion Committee**


We have appointed an in-house Equality, Inclusivity and Diversity Committee called “EDI-tion”. This team are guided by senior champions, including members of our board who monitor, set targets, consider any barriers. They have also been responsible for the development of our new EDI strategy for the next 3 years.

Our main EDI targets are:

-  ensuring we increase our number of female managers.
-  encourage our colleagues to ‘be themselves’ and create safe, comfortable environments.
-  promote greater culture awareness through workshops and open days.
-  eliminate discrimination, victimisation, and harassment from the workplace

**Company EDI Accreditations**

-  Disability Confident Committed
-  Investors in People Gold
-  White Ribbon Ambassador (Violence against Women and Girls)
-  Hidden Disability Sunflower Ambassador
-  Mindful Employer
-  SafeContractor

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**Final Words**

At Vigilant Security, we believe that treating everyone with fairness, dignity, and respect is fundamental to who we are.

By fostering a culture of inclusion and equity, we ensure Vigilant Security remains a great place to work – and a trusted name in service.

Any breach of this policy may lead to disciplinary proceedings and, if appropriate, disciplinary action.

Signed:



Date: 02.09.2025

Review Date: September 2026.