



# Equality and Diversity Policy

This policy applies to all companies within the Relyon Group.

**This policy covers equality, diversity and right to work.**

## Equality and Diversity

Relyon Group is a private UK business comprising of Relyon Guarding and Security Services Limited, Relyon Cleaning Services, Relyon Safety Services Limited and Relyon Services Limited, with a head office based in Pilning, Bristol and regional offices in Taunton and Redruth.

This policy should be read in conjunction with the Relyon Services Group's Policy Statement and Procedures on Recruitment, Training, Vetting and Safeguarding. Its purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Relyon Services Group (“RSG”) will ensure that information about job opportunities will be circulated as widely as possible in the circumstances to ensure that it reaches all sections of the community regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation.

All applications will be welcomed and will be considered on the relative merits of the applicant against the job and/or person specification for the position regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation.

Job and person specifications will only include criteria which are objectively required for the duties and responsibilities of the vacancy.

If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated, and the grounds for it, on any advertisements.

Applicants may be asked to complete a diversity monitoring form to assist in the maintenance of records and for monitoring purposes. This form will be kept separate from all other application documents and will not form part of the selection process.

RSG will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief age or sexual orientation.

No requirements or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

All employees will be provided with the appropriate training to enable them to improve their performance and to achieve the performance standards and targets set for them by RSG regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation.

All training and promotion opportunities will be published widely to all appropriate employees and not in such a way as to exclude or disproportionately reduce the numbers of applicants from a particular group.

Decisions on promotion and career management will be based solely on objective and job related criteria.

Selection, recruitment, training, promotion and employment practices generally will be subject to regular review to ensure that they comply with RSG’s commitment to promote equality and diversity throughout its business.

### ***Right to Work***

For all new staff we will carry out a formal induction process which will, as an integral part of our induction, ascertain their right to work in the UK. We will follow government guidelines as set out in the following document:

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/774286/Right to Work Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)**

We recognise that the following people have the right to work in the UK:

- British citizens;
- Commonwealth citizens with the right of abode;
- Nationals from the Common Travel Area
- Nationals from European Economic Area (EEA) countries and Switzerland (except for Romanian and Bulgarian nationals who have restrictions placed on them)
- Family members of adult nationals from EEA countries and Switzerland, providing the EEA/Swiss national is lawfully residing in the UK.

We will not employ any individual purely on the basis that they claim to be a national of one of these groups. We will always ask for, check and take copies of acceptable documents to confirm their immigration status.

We will follow the guidance as set out in the following document:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/286642/summary-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf)



