



Specialists in Security and Facilities Management

Equality, Diversity & Inclusion Policy

1. Policy Statement

SFM (UK) Ltd is committed to promoting equality, diversity and inclusion in all aspects of its operations.

We aim to ensure that no employee, worker, contractor, applicant, client or stakeholder is subjected to unlawful discrimination.

This policy complies with the Equality Act 2010 and all relevant employment legislation.

2. Scope

This policy applies to:

- Recruitment and selection
- Promotion
- Training and development
- Terms and conditions of employment
- Pay and benefits
- Discipline and grievance
- Dismissal
- Day-to-day working relationships

3. Protected Characteristics

SFM (UK) Ltd prohibits discrimination on the basis of any protected characteristic under the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

4. Types of Prohibited Conduct

The Company does not tolerate:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Failure to make reasonable adjustments

Harassment includes unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation includes treating someone less favourably because they have made or supported a complaint under this policy.

5. Reasonable Adjustments

SFM (UK) Ltd will take reasonable steps to remove barriers for disabled employees and applicants and will make reasonable adjustments where required by law.

6. Recruitment & Selection

All recruitment will be based on objective criteria, skills and experience relevant to the role. Selection decisions will not be influenced by protected characteristics. The Company will ensure recruitment processes are inclusive and free from bias.

7. Responsibilities

The Directors have overall responsibility for ensuring compliance with this policy. Managers are responsible for:

- Implementing the policy in their areas
- Preventing discrimination
- Addressing inappropriate behaviour
- Supporting inclusive working practices

All employees are responsible for:

- Treating others with dignity and respect
- Not engaging in discriminatory behaviour
- Reporting concerns appropriately

8. Reporting & Complaints

Any employee who believes they have been subjected to discrimination, harassment or victimisation should raise the matter through the Company's Grievance Procedure. Complaints will be investigated promptly, fairly and confidentially.

9. Trade Union Membership & Blacklisting

SFM (UK) Ltd complies with the Employment Relations Act 1999 (Blacklists) Regulations 2010. The use of blacklists is strictly prohibited.

No individual will be treated unfavourably due to trade union membership or participation in lawful trade union activities.

10. Monitoring & Review

SFM (UK) Ltd is committed to reviewing and monitoring the effectiveness of this policy. Where appropriate, workforce diversity data may be reviewed to support equality objectives and continuous improvement.

This policy will be reviewed annually.

Approved by: George Hewitt
Position: Director, SFM UK LTD
Effective Date: 13/02/2026
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