



Equality & Diversity Policy

Introduction

Auxilium Services Ltd ('the company' and/or 'Auxilium') as an employer is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect. The Service will support and develop staff through providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief.

Auxilium advocate that all those involved in the company must always comply with the principles of acceptance, moral and ethical attitudes and exemplary standards of conduct / behaviour. This Policy reflects national legislation and guidelines on good practice, including monitoring of the Company's progress in respect of The Equality Act 2023.

Aims

Auxilium recognizes that we operate our services in a society where discrimination still exists to the disadvantage of many groups in society.

Auxilium believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

Auxilium is committed to the promotion of equal opportunities within the company, and affiliated organisations, through the way we manage the organization and provide services to the community. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace.

The objective of this policy is that no person should suffer or experience less favorable treatment, discrimination or lack of opportunities on the grounds of gender, race, color, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

This policy will influence and affect every aspect of activities carried out at Auxilium Services Ltd i.e. security guarding, key holding and alarm response other functions linked to the company , as determined by the company management.

In the provision of services and the employment of staff, Auxilium is committed to promoting equal opportunities for everyone. Throughout its activities, Auxilium will treat all people equally whether they are:

- Seeking or using our services.
- Applying for a job or already employed by us.
- Workers with work experience or placements.
- Volunteer workers.



How will the policy be implemented and who is responsible?

The Managing Director has delegated our Operations Manager with specific responsibility for the effective implementation of this policy. Every manager also has responsibilities, and we expect all our employees to abide by the policy and help create an equality environment, which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in nondiscriminatory selection techniques.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

Conduct & General Standards of Behaviour

All staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. Auxilium Services Ltd will not tolerate behaviour such as:

- making threats, physical violence, shouting, swearing at others
- persistent rudeness, isolating, ignoring or refusing to work with certain people.
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- telling offensive jokes or name calling, and any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within Auxilium Services Ltd and can lead to disciplinary action being taken. Management encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being oversensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

Complaints of Discrimination

Auxilium Services Ltd will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties.

Recruitment & Selection

The company's recruitment and selection process is crucially important in its alignment to this policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.



Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.

Short-listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:-

- The collection and classification of data regarding the race in terms of ethnic/national origin and sex of all applications and staff
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants;
- Recording recruitment, training and promotional records of all staff, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

This Policy has been approved and authorized by:

Auxilium Services Ltd.'s Managing Director

Waqar Ahmad

Mr. Waqar Ahamad

This policy will be reviewed annually, as per the footer, or as business operations and legislation dictates.