



# Equal Opportunities and Diversity Policy

ICTS encourages a working environment in which diversity is recognised, valued and encouraged; appreciating the multi-cultural and diverse nature of the UK workforce and society in general. ICTS is committed to principles of fairness and mutual respect in which the concept of individual responsibility is accepted by all. It is therefore the responsibility of all employees to ensure they observe and adhere to this policy at all times. Any breach is viewed seriously and will lead to investigation and potentially disciplinary action; which may include dismissal in instances of gross misconduct.

ICTS recognises that discrimination in the workplace in any form is unacceptable and in most cases unlawful. ICTS has therefore, adopted this policy to ensure that all job applicants and employees along with those who use our services are treated fairly and without favour or prejudice. ICTS is committed to applying this throughout all areas of employment; recruitment and selection, training, development, benefits, rewards, promotion, and dealing with grievances and in its treatment of disciplinary issues.

The ICTS policy is maintained in accordance with current legal requirements and will be updated in the event of any change of law. However, ICTS recognises that equality of opportunity is best achieved by day to day commitment throughout the organisation; with support and training where necessary.

The selection methods ICTS uses for recruitment will be related to the job requirements and the Company does not seek irrelevant qualifications. Applicants for employment are shortlisted/ selected solely on the basis of their assessed capabilities.

ICTS will ensure that no job applicant or employee receives less favourable treatment on the grounds of their protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation



Each and every employee is a stakeholder in the success of this policy. ICTS expects every employee to make a positive contribution towards creating an environment of equal opportunity throughout the organisation by observing this policy at all times. In particular, employees have individual responsibility to adopt the following:

- Refrain from pursuing discriminatory actions or taking decisions which are contrary to the spirit of this policy.
- Do not harass abuse or intimidate anyone on account of their protected characteristics.
- Do not place pressure on any other employee to act in a discriminatory manner.
- Resist pressure to discriminate placed on you by other employees and report such matters.
- Co-operate with any investigations including the provision of evidence into acts or conduct which may amount to discrimination.
- Co-operate with any measures introduced to develop or monitor equal opportunity.

It is fundamental to your employment that you treat and are treated by other employees and those who use, or are otherwise associated with our organisation, considerately and with respect.

The ICTS grievance procedure is available to any individual who believes that they have been discriminated against and the Company recommends such individuals to pursue the matter through this channel.

In situations where you do not feel that the grievance procedure is the most appropriate channel to raise your concerns, you may alternatively consider using our confidential reporting procedure or making a qualified disclosure in accordance with the terms of public interest disclosure legislation.

A handwritten signature in black ink, appearing to read 'Andy Kynoch', is positioned above the printed name.

Andy Kynoch

Managing Director

ICTS (UK) Limited

31 December 2019