

## OUR VALUES

Gryphon Safety and Security are guided by the following values:

**Professionalism;** is the way an employee conducts themselves at work. It includes standards for behaviour that might be stated in an employee handbook, for e.g. adhering to a certain dress code, but also includes upholding the company's values and serving as a representative of their employee and their clients in a positive way. It encompasses the way an employee interacts with peers, customers, supervisors, managers and clients they come into contact with in a working or training environment.

A lack of professionalism will suggest a lack of respect towards an employees peers, their employer, and the employers clients.

**Discipline;** is a defining characteristic of any learner or member of staff and is developed through education, training and practice until it is instinctive. Discipline instils self-control, fosters self-confidence, helps overcome fear and enables trust. The management of discipline requires clearly understood rules and a system of application, applied without delay, fear or favour.

**Respect for Others;** supports that everyone must be treated fairly and with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex. There is no place in Gryphon Safety and Security for prejudice or discrimination, whether in person or online. Only by treating each other fairly and with respect, can we ensure that every learner and member of staff is given the opportunity to fulfil their potential.

**Leadership;** means having a vision and sharing it with others. A leader knows how to motivate better than anyone else and it is through motivation, a leader channels their team members professional potential in order to achieve objectives. A good leader will talk to their team, ask them questions, let them talk, listen and understand what they need. Team members must have and feel the support of their leader, have recognition for their efforts and know that there is a person paying attention in order to correct bad habits.

True leadership is about working in a team to reach a common goal, encouraging a positive attitude, and showing trust in their workmates. Team-aware leaders take responsibility when something is wrong and reward the group after a job well done. They are confident enough to make a decision, and if they make a mistake, the leader must have the courage to rectify, assume their responsibility and take the right path, without blaming it on the team.

**Integrity;** is quite simply, doing the right thing. A person of integrity is enduringly honest and driven by ethical principle. Openness and honesty are essential to trust and the functioning of the chain of command. Trainers, learners, and staff must have complete trust in each other, as their safety and security may ultimately depend on it. Any lapse in integrity will call into question whether an individual can be relied upon and thus trusted.

**Selfless Commitment;** means putting the needs of the company vision, mission, and their teams before personal interests. It may ultimately require a member of staff to sacrifice their own safety and security in the interest of others. Genuine selfless commitment is irrespective

of private beliefs or prejudices and it is equally valid in any environment regardless of the situation.

**Courage;** is the characteristic on which the other values depend. It provides the determination to do what is right even when it may be unpopular, risk ridicule, or appear dangerous by insisting on the preservation of the highest standards of decency and behaviour at all times. Every member of staff must have the moral courage to challenge any behaviour which threatens the company's or clients values regardless of environment or circumstance. Moral courage is especially important for those placed in positions of authority because others will depend on their leadership and respond to it.

A lack of courage has the potential to expose individuals and teams to needless risk. Similarly, misplaced courage amounts to recklessness, which also puts others at risk unnecessarily and may undermine trust.

**Loyalty;** is earned through commitment, professionalism, humility, decency and integrity. These are enduring characteristics that cannot be turned on and off at will. Loyalty to the company is essential to develop bonds and underpin relationships between peers, supervisors and managers. Those in authority have a duty to be loyal to members of their teams; to represent their interests faithfully, deal with complaints thoroughly and develop their abilities through progressive training. Team members must be loyal to their peers, their team, their supervisors and managers.

Being loyal to supervisors and managers does not mean that wrong-doing should be condoned or covered up; this is misplaced loyalty which could put the safety and security of an individual at risk. Misplaced loyalty undermines trust, challenges our values and compromises the integrity of the perpetrator.

**British Values;** Democracy, Individual Liberty, Rule of Law, Mutual Respect and Tolerance embraces these values and they form part of our curriculum and the example we aim to set. As our employees and learners experience everyday life at work, it will provide opportunities to understand and develop these values.