

LMN

Equal Opportunities Policy

1. Policy Statement

- 1.1 LMN is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.
- 1.2 Our aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and to give of their best.
- 1.3 LMN is also committed against unlawful discrimination of customers work colleagues or the general public.
- 1.4 The purpose of this policy statement is to;
 - A) Provide equality, fairness and respect for all in our employment (whether directly employed or as a subcontractor), whether temporary, part-time or full-time.
 - B) Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
 - C) Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and for employment, training or other development opportunities.

2. Company Commitment

The company commits to:

- 2.1 Encourage equality and diversity in the workplace.
- 2.2 Create a good working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

LMN

Equal Opportunities Policy

- 2.3 Train all managers and supervisors and all other employees (whether they be directly employed or subcontracted) about their rights and responsibilities under the Equal Opportunities policy.
- 2.4 Advise and assist all staff to help LMN to provide equal opportunities in employment and to prevent bullying, harassment, victimisation and unlawful discrimination.
- 2.5 Advise and inform all staff that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their employment, against fellow employees, customers, suppliers and the public.
- 2.6 Treat all acts referred to in (2.5) as misconduct and issue appropriate action. Particularly serious complaints could amount to gross misconduct and lead to dismissal. In this respect it should be noted that sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- 2.7 Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so that their talents and resources can be fully utilised to maximise the efficiency of the LMN.
- 2.8 Make all decisions concerning staff to be made on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 2.9 Will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- 2.10 Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief and disability, in encouraging equality and diversity, and in meeting the aims and commitments set out in this Policy. Monitoring will also include assessing how the Equal Opportunities Policy is working in

LMN

Equal Opportunities Policy

practice and setting an annual review, and considering and taking action to address any issues.

This Equal Opportunities Policy is agreed and fully supported by the Directors and Senior management of LMN.

3. Raising Concerns

If you believe, or suspect, that this policy has been breached in any way please contact the Directors immediately.