



LCS 08 – EQUALITY, DIVERSITY and INCLUSION POLICY

LCS is committed to eliminating discrimination and encouraging diversity amongst our workforce as required in the Equality Act 2010. LCS aims to ensure that our workforce will be truly representative of all sections of society and each employee and or sub-contractor working on the company's behalf feels respected and able to give of their best.

This policy's purpose is to:

1. Ensure all employees and or sub-contractors working on behalf of LCS are treated equally, fairly and respectfully, whether temporary, part-time or full-time.
Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All LCS employees and or sub-contractors will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
2. Ensure LCS do not discriminate in line with the Equality Act 2010 on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.
3. Ensure LCS oppose all forms of unlawful and unfair discrimination, including
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities.

LCS's commitment:

1. Encourage equality, diversity and inclusion in the workplace.
2. Create a 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. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
3. All staff (employees and or sub-contractors) should understand they, as well as their employer, 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
4. Training, development and progression opportunities are available to all.
5. Equality in the workplace is good management practice and makes sound business sense.
6. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, suppliers, visitors, the public and any others in the course of the work activities LCS undertake. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly

serious complaints could amount to gross misconduct and lead to dismissal without notice. In accordance with anti-harassment and bullying policy.

7. All employees and or sub-contractors are entitled to join any trade organisation including trade unions as they so wish.

However, it must be noted that trade unions will not be involved with negotiations on behalf of individuals or groups of employees on pay, or terms and conditions without the full agreement and consent of the company Directors.

8. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
9. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
10. 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.
11. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
12. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This policy is fully supported by senior management and has been agreed with its employees and sub-contractors.

Date: 13th December 2024



Leon Shaw
Director