



LCS 08 – EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY INCORPORATING FAIRNESS, INCLUSION AND RESPECT (FIR)

POLICY STATEMENT

LCS is committed to promoting equality, diversity and inclusion (EDI) and to ensuring fairness, inclusion and respect (FIR) in all aspects of its operations. The company aims to create a working environment where everyone is treated with dignity and respect and where individual differences are recognised and valued.

LCS will not tolerate unlawful discrimination and is committed to complying with the requirements of the Equality Act 2010. The company seeks to ensure that its workforce is representative of all sections of society and that every employee and sub-contractor working on behalf of LCS feels respected, supported and able to perform to the best of their ability.

Purpose of the Policy

This policy aims to:

1. Ensure that all employees and sub-contractors working on behalf of LCS are treated equally, fairly and with respect, regardless of whether they are temporary, part-time or full-time.
2. Ensure that recruitment, promotion, training and all other employment opportunities are based on merit, aptitude and ability.
3. Encourage all employees and sub-contractors to develop their full potential so that the talents and resources of the workforce are fully utilised to maximise organisational effectiveness.
4. Prevent unlawful discrimination in accordance with the Equality Act 2010.
5. Promote a workplace culture based on fairness, inclusion and respect.

Equality Act 2010 Compliance

LCS will not discriminate unlawfully on the basis of any protected characteristic under the Equality Act 2010. These include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual Orientation

LCS opposes all forms of unlawful discrimination and will ensure that discrimination does not occur in relation to:

- Pay and benefits
- Terms and conditions of employment
- Recruitment and selection
- Promotion and career development



- Training opportunities
- Disciplinary and grievance procedures
- Dismissal or redundancy
- Parental leave arrangements
- Requests for flexible working
- Any other aspect of employment or engagement.

Fairness, Inclusion and Respect (FIR)

LCS recognises that a positive and productive workplace depends on creating a culture built on fairness, inclusion and respect.

Fairness means treating individuals consistently, transparently and equitably in decisions relating to employment, development and opportunities.

Inclusion means creating an environment where all employees and sub-contractors feel valued, supported and able to contribute fully.

Respect means treating everyone with dignity, recognising individual differences and promoting positive behaviours in the workplace.

These principles underpin the way LCS expects all employees and sub-contractors to behave and interact with colleagues, clients, suppliers and members of the public.

LCS Commitments

LCS is committed to the following actions:

1. Encouraging equality, diversity and inclusion across the organisation.
2. Creating a working environment free from bullying, harassment, victimisation and unlawful discrimination, where dignity and respect for all are promoted.
3. Ensuring that all employees and sub-contractors understand their rights and responsibilities under this policy.
4. Providing appropriate training to managers and staff to support equality, diversity and inclusion and to promote fairness, inclusion and respect.
5. Recognising that employees and sub-contractors, as well as the company itself, may be held liable for acts of bullying, harassment, victimisation or unlawful discrimination carried out during the course of their work.
6. Making training, development and progression opportunities available to all employees and sub-contractors.
7. Ensuring that employment decisions are based on merit, except where specific exemptions are permitted under the Equality Act 2010.
8. Treating complaints of bullying, harassment, victimisation or discrimination seriously and investigating them in accordance with the company's grievance and disciplinary procedures. Serious breaches may be treated as gross misconduct and could result in dismissal without notice.
9. Ensuring all employees and sub-contractors are entitled to join trade organisations or trade unions of their choosing. However, trade unions will not be involved in negotiations relating to pay or terms and conditions on behalf of individuals or groups of employees without the full agreement and consent of the company Directors.
10. Reviewing employment practices and procedures when necessary to ensure fairness and to reflect changes in legislation and best practice.
11. Monitoring workforce data, where appropriate and lawful, relating to factors such as age, sex, ethnic background, disability, sexual orientation and religion or belief in



order to promote equality, diversity and inclusion and assess the effectiveness of this policy.

12. Reviewing this policy and any supporting action plans annually to ensure they remain effective and relevant.

Responsibility

All employees and sub-contractors working on behalf of LCS have a responsibility to support the aims of this policy and to treat colleagues, clients, suppliers and members of the public with fairness, inclusion and respect.

Senior management fully supports this policy and is responsible for ensuring it is implemented and maintained throughout the organisation.

Policy Review

Responsibilities

Promoting equality, diversity and inclusion, and ensuring fairness, inclusion and respect in the workplace is the responsibility of everyone working for or on behalf of LCS.

Directors and Senior Management

Directors and senior management are responsible for:

- Demonstrating leadership and commitment to equality, diversity and inclusion and the principles of fairness, inclusion and respect.
- Ensuring this policy is effectively implemented, communicated and understood across the organisation.
- Ensuring employment practices, policies and procedures comply with the Equality Act 2010.
- Providing appropriate resources, training and guidance to support the implementation of this policy.
- Taking appropriate action where breaches of this policy occur.
- Reviewing and monitoring the effectiveness of this policy and associated practices.

Managers and Supervisors

Managers and supervisors are responsible for:

- Implementing this policy in their day-to-day management activities.
- Promoting a respectful, inclusive and fair working environment.
- Ensuring recruitment, training, promotion and work allocation decisions are made fairly and based on merit.
- Addressing inappropriate behaviour, discrimination, bullying or harassment promptly and appropriately.
- Ensuring employees and sub-contractors understand their responsibilities under this policy.
- Supporting staff development and ensuring equal access to opportunities.

Employees and Sub-Contractors

All employees and sub-contractors working on behalf of LCS have a responsibility to:

- Support the aims and commitments of this policy.
- Treat colleagues, clients, suppliers and members of the public with fairness, inclusion and respect.
- Refrain from engaging in behaviour that could be considered discriminatory, bullying, harassing or victimising.
- Promote a positive and inclusive working environment.
- Report concerns, incidents of discrimination, harassment or unfair treatment through the appropriate company procedures.

Failure to comply with this policy may result in disciplinary action in accordance with company procedures, and in serious cases may lead to termination of employment or contractual arrangements.

Senior management fully supports this policy and is responsible for ensuring it is implemented, maintained and regularly reviewed throughout the organisation.

Definitions of Discrimination

Under the Equality Act 2010, discrimination can take several forms. LCS will not tolerate any of the following:

Direct Discrimination

Occurs when a person is treated less favourably than another person because of a protected characteristic.

Indirect Discrimination

Occurs when a policy, rule or practice applies to everyone but disproportionately disadvantages people who share a protected characteristic and cannot be objectively justified.

Harassment

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

Occurs when a person is treated unfairly because they have made, or supported, a complaint about discrimination or harassment, or are suspected of doing so.

Bullying

Although bullying is not defined in the Equality Act, LCS recognises it as repeated inappropriate behaviour which undermines, humiliates or injures the recipient. Bullying behaviour will not be tolerated.

Any such behaviour will be treated seriously and may result in disciplinary action.

(See also LCS – 37 – Anti-harassment and Bullying Policy)

Implementation and Monitoring

LCS is committed to ensuring that this Equality, Diversity and Inclusion Policy, incorporating the principles of Fairness, Inclusion and Respect, is effectively implemented across the organisation.

To support this commitment, LCS will:

- Communicate this policy to all employees and sub-contractors working on behalf of the company.
- Provide appropriate training and guidance to ensure understanding of equality, diversity, inclusion and FIR principles.
- Ensure recruitment, promotion, training and development opportunities are based on merit and free from unlawful discrimination.
- Monitor employment practices and procedures to ensure fairness and compliance with legislation.
- Where appropriate and lawful, monitor workforce data relating to characteristics such as age, sex, ethnic background, disability, sexual orientation and religion or belief in order to promote equality, diversity and inclusion.
- Review complaints or concerns relating to discrimination, bullying or harassment and take appropriate action.
- Review this policy annually, or sooner if required, to ensure it remains compliant with legislation and reflects best practice.

LCS is committed to continuous improvement in promoting equality, diversity, inclusion and a workplace culture built on fairness, inclusion and respect.

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

Date: 11/03/2026



Leon Shaw
Director