

Equality

Policy Document

1. Introduction

At The Lakethorne Group we are committed to providing a working environment in which everyone feels valued and respected and is able to pursue a rewarding career whilst contributing to the success of our business. We believe there are benefits in having a diverse workforce and aim to ensure that everyone can enjoy equal opportunities in an environment which is free from discrimination, harassment, bullying and victimisation.

We believe that this policy will help to create a happy workplace for everyone which in turn will help to maximise the effectiveness of our business for the benefit of our customers.

2. Scope

- The policy applies to all permanent employees of The Lakethorne Group with a contract of employment and potential employees who go through our recruitment process.
- Line managers will ensure that their employees are aware of relevant training and development opportunities in relation to equal opportunities.
- The policy will also apply to agencies, private contractors and subcontractors who may provide services to the Lakethorne Group.

3. Aims and objectives

The aim of the policy is to ensure that Lakethorne Limited is compliant with all relevant equalities legislation and specifically to embed the principles of the Equality Act 2010 into our company. The Act in particular prohibits discrimination of any kind based on the "protected characteristics" prescribed in it. These are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Race (including nationality)
- Religion or belief
- Sex
- Sexual Orientation
- Pregnancy and parental leave

The main purpose of this policy is to ensure that nobody involved in working for or with Lakethorne Limited is discriminated against on any of these grounds.

4. Statement of policy

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equality policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of any of the characteristics set out in the Equality Act 2010.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

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POL0003 (V5)	Richard Bent	April 2004

5. Equality of Opportunity

a) Recruitment & selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavor through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

b) Training & promotion

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

6. Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:
 - a) the collection and classification of information regarding the race in terms of ethnic/national origin and gender of all applicants and current employees;
 - b) the examination by ethnic/national origin and gender of the distribution of employees and the success rate of the applicants; and
 - c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

7. Responsibilities

Everyone in the company has a strict obligation to:

- respect and act in accordance with this policy
- treat fellow staff members with respect and dignity
- ensure that their own behaviour does not cause offence or distress
- report any incident or behaviour which contravenes this policy
- not indirectly support unfair treatment by ignoring what is happening around them.

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Clear procedures exist which give a number of choices for pursuing complaints, both formally and informally. In addition, those who manage staff are responsible for:

- ensuring that the policy is fairly and consistently applied in all areas under their control
- eliminating any unfair practices of which they are aware, whether or not a complaint has been made
- promoting an environment in which people feel comfortable in reporting incidents which are causing them concern
- reacting quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly
- advising the HR Manager as soon as a formal complaint has been made.

Any behaviour which contravenes this policy will be viewed very seriously and may result in disciplinary action, including dismissal in appropriate cases.

8. Policy review

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed: 
Richard Bent
Managing Director

Date: January 2019

Next review date: January 2020

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