

# Equal Opportunities Policy



# Landell Mills Equal Opportunities Policy

## 1. Statement of policy

Landell Mills is committed to encouraging equal opportunity for all among our workforce, and eliminating unlawful discrimination. The aim is for each employee to feel respected and able to give their best.

The purpose of this policy is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- 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
  - sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in:
  - 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

## 2. Definition of discrimination

- **Direct discrimination:** Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic.
- **Indirect discrimination:** Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it.
- **Associative discrimination:** Treating someone less favourably because they are associated with someone who has a protected characteristic.
- **Discrimination by perception:** Treating someone less favourably because you perceive them to have a protected characteristic even if they do not.
- **Discrimination arising from disability:** Treating someone unfavourably because of something connected with that person's disability and where such treatment is not justified.

- **Failing to make reasonable adjustments:** Employers are legally obliged to make reasonable adjustments to ensure that aspects of employment, or the employer's premises, do not put a disabled person at a substantial disadvantage. Failing to comply with this duty is unlawful.

### 3. Harassment and sexual harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- violating someone else's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment;
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

### 4. Victimisation

Victimisation is treating another person detrimentally either because that person has made a complaint of discrimination or harassment, or because they have supported someone else who has made such a complaint, for example by giving a witness statement that supports the allegations.

### 5. Bullying

There is no legal definition of bullying. However, we regard it as conduct that is offensive, intimidating, malicious, insulting, or an abuse or misuse of power, and usually persistent, that has the effect of undermining, humiliating or injuring the recipient.

Bullying can be physical, verbal or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online or on social media. Bullying may occur at work or outside work.

If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful (see Harassment).

### 6. Our commitments

Landell Mills commits to:

- 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 equal opportunities policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff 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.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers including non-employed staff or consultants, visitors, the public and any others in the course of the organisation's work activities.

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.

Further, 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.

- 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.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 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.

## 7. Implementation

Each employee has personal responsibility for the practical application of this policy and to ensure that Landell Mills achieves its equality objectives. The successful implementation of this policy depends on everyone treating each other with the respect and dignity they would rightly expect from others.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract workers).
- Ensure that those who are involved in assessing candidates for recruitment or promotion employ non-discriminatory selection techniques.
- Incorporate specific and appropriate duties in respect of implementing this policy into job descriptions and work objectives of all staff.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

## 8. Complaints

Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the company Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached the Equal Opportunities Policy they may be subject to disciplinary action under the company Disciplinary Procedure.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

## 9. Monitoring

This policy will be reviewed annually to ensure it is appropriate and responsive to relevant legislation. Amendments to the policy will be made where appropriate, in the light of experience or changes in guidance and/or legislation.

A handwritten signature in black ink, appearing to read 'D. Uglow', is positioned above the printed name and title.

David Uglow  
Managing Director

Updated 13.06.24