

Equal Opportunities Policy



Landell Mills Equal Opportunities Policy

1. Statement of policy

Landell Mills is committed to eliminating discrimination and encouraging diversity amongst our workforce through the development and promotion of equal opportunities. It is our policy to provide employment equality to all, regardless of:

- Gender (including sex, marital status, gender reassignment).
- Race (including ethnic/racial/national origins, colour and nationality).
- Disability.
- Sexual orientation.
- Religion or belief.
- Age.

Landell Mills is opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Landell Mills seeks to ensure that employees are not victimised or subjected to any form of harassment, including racist and sexist language and bullying. Landell Mills is committed to treating all employees with respect and dignity and to ensuring that decisions are taken without reference to irrelevant or discriminatory criteria.

2. Definition of discrimination

Direct discrimination refers to the situation in which one individual is treated less favourably than another on the basis of age, gender, sexual orientation, marital status, race, colour, nationality, ethnic origin, religion, beliefs or because of disability, pregnancy or childbirth, or because they are part-time workers. Areas where this could occur include recruitment, selection, access to training and further education, promotion, redeployment and termination.

Indirect discrimination occurs where the effect of certain requirements, condition or practices imposed by an employer has an adverse impact disproportionately on one group or other.

3. Equality commitments

Landell Mills is committed to:

- Promoting equality of opportunity for all persons.
- Promoting good staff relations.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Meeting all requirements of UK legislation and regulations.
- Complying with our own equal opportunities policy.
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4. 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 the equal opportunities policy into job descriptions and work objectives of all staff.
- Incorporate equal opportunities notices into general communications practices.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.
- Ensure that any requests for reasonable adjustments are made for existing employees as well as to candidates throughout the recruitment and selection process.

5. Monitoring and review

Landell Mills will establish an appropriate information and monitoring system to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

6. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through requesting a meeting with their line manager, and if the matter has not been resolved amicably, writing to the Managing Director. All complaints will be dealt with seriously, promptly and confidentially and every effort will be made to secure a satisfactory resolution.

Disciplinary action will be taken against any employee who is found to have committed an act in breach of this policy. Serious breaches of this policy will be treated as gross misconduct. Company practices and policies relating to equal opportunities must be strictly adhered to by all employees. Discrimination, abuse, or failure to observe company policy and practice will result in disciplinary action being taken, including summary dismissal in the most serious cases.

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.

7. Legal basis and driving force

In formulating this policy, the following legislation and documents have been taken into consideration:

- The Equality Act 2010
- Equal Opportunity Act 1995
- Equality and Human Rights Commission (EHRC)

- Human Rights Act 1998
- Disability Discrimination Act 2005
- Sex Discrimination Amendment Act 1995
- Race Relations Amendment Act 2000

Our Equal Opportunities Policy is fully supported by the Board of Directors and comprises a core part of Landell Mills' business strategy. We communicate this regularly to all company staff through training, procedural manuals and on a day-to-day basis.

Further information about Landell Mills' adherence to this Policy is freely available to clients and stakeholders upon request.

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

David Uglow
Managing Director

Updated 18/03/2021