

Equality and Diversity Policy



**MICHAEL
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Equality and Diversity Policy

General

1. The Michael Lonsdale Group will comply with the Equality Act 2010 and will aim to ensure that employees and their work environment are free from all forms of harassment and intimidation that creates an intimidating, offensive and hostile environment. Any employee participating in such conduct will be subject to disciplinary action under the disciplinary procedure where the outcome may be termination of employment. It is strictly forbidden for employees to indulge in acts or make comments of a physical, verbal, sexual or racial nature.
2. Employees who believe they are being subjected to any form of harassment should report the matter to their Department Head or a Director. Following an investigation, any employee found to have breached this policy towards another employee will be subject to disciplinary procedures.

Policy Statement.

3. It is the policy of Michael Lonsdale Group to encourage equality and diversity amongst all parties associated with our operations by proactively targeting the following objectives:

Cultural Change: tackling some of the attitudes which are common barriers to equality and the provision of a fair and comfortable working environment.

Service Delivery: distributing information in a manner that ensures its flow and comprehension through all necessary channels to limit ignorance and/or lack of knowledge influencing the working environment of those employees and our supply chain.

Employment: building a workforce which represents the different communities and groups of people within our operational environment. Opportunities will be afforded to suitable qualified individuals regardless of race, colour, religion, sex, national origin, age, disability or marital status.

Our Equality and Diversity Values.

4. We believe that fostering a culture of co-operation and mutual respect on our sites and in our offices underpins the high quality of products and services offered to our clients.
5. We value diversity and consider applicants from all sectors of the community. The diverse nature of our existing workforce is a direct reflection of this.
6. We believe that our success is conditional upon valuing and encouraging the potential of all employees and actively encourage this in our, recruitment. Employment and subsequent training procedures.
7. We believe in promoting equality and provide support to managers to encourage this within our workforce.
8. We believe that every individual from every community is entitled to a fair and optimal service from us and should always be treated with respect.



9. We believe that discrimination should be eradicated and operate a zero- tolerance policy, for any related non-conformities that may occur against our related policies and procedures.

The Equality Act 2010

10. The Equality Act 2010 protects nine groups of people from unlawful discrimination. These groups are known as 'protected characteristics. They are:
 - age
 - disability
 - sexual orientation
 - religion and belief
 - race
 - sex
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity.
11. The law means that no employee, or potential employee, or any worker can be treated less favourably on the grounds of a 'protected characteristic'.

What are our responsibilities as an employer?

12. As an employer we are committed to:
 - a) Creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. We ensure that all staff are aware of the policy as part of their induction.
 - b) Making sure that our policies and procedures comply with employment and equality legislation.
 - c) Evaluating the impact of our policies, services and functions and making changes to them where they impact unfairly or adversely on any group(s).
 - d) Making sure that selection for employment, promotion, training or any other benefit is based on merit and ability.
 - e) Making reasonable adjustments for disabled staff.
 - f) Ensuring that all employees are helped and encouraged to develop their full potential.
 - g) Creating a working environment in which individual differences and the contributions of all our staff are recognised and valued.
 - h) Ensuring that training, development and progression opportunities are available to all staff.
 - i) Making sure that staff involved in recruitment and selection decisions attend a training programme that covers all aspects of good practice on equality and diversity.

What are your responsibilities as a manager?

13. As a manager you are responsible for making sure that:
 - a) you provide support and direction to staff reporting to you about the behaviours expected of them at work;
 - b) you are a role model for good behaviour;
 - c) you deal quickly and effectively with concerns and complaints, or any breaches of the Equality and Diversity policy;

- d) staff are encouraged, supported and enabled to reach their full potential;
- e) together with HR, employees are effectively supported at work, and that any necessary modifications are made to working arrangements, for example, by making reasonable adjustments for disabled employees.

What are your responsibilities as a staff member?

14. We are all responsible for:

- a) making sure that our behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way;
- b) recognising and respecting the needs and backgrounds of both colleagues and the people we deal with;
- c) raising any breaches of the Equality and Diversity with your manager or HR Department.

To Facilitate our Equality and Diversity Values.

- 15. This policy has been made available to all employees throughout the organisation and is shared with recruitment agencies, agency staff and our contractors. It is also reviewed at regular intervals not to exceed a period of 12 months.
- 16. Internal training programmes incorporate raising awareness of the company's equality and diversity policy wherever practicable.
- 17. Grievance procedures are provided for any employee who believes they have been treated unfairly or subjected to discrimination, harassment, bullying or victimisation.
- 18. The Group Disciplinary policy and procedure will be followed in cases where there is breach of this policy; and a failure to observe responsibilities and expectations of behaviour.
- 19. All activities and operations undertaken by Michael Lonsdale Group shall be subject to this policy.

Signed



For and on behalf of the
Michael Lonsdale Group Board of Directors (Michael J
Lonsdale Limited /
Michael J Lonsdale (Electrical) Limited)

Name Michael Hoodless

Position Executive Chairman

Date 12 June 2019

