



# MICHAEL LONSDALE GROUP

## DIVERSITY AND INCLUSION POLICY

### Introduction:

The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd) appreciates the value inherent to a diverse workforce and an inclusive work environment which leads to more holistic and grounded decision making, higher performance; greater employee engagement; and enhanced market reputation.

At Michael Lonsdale Group (MLG) we recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference.

We value the differences between people and the contribution these differences make to our business. Individuals with different cultures, perspectives and experiences are at the heart of the way Michael Lonsdale Group works.

Our diversity and inclusion approach aspires to develop an open and inclusive workplace that enhances diverse thinking at all levels in the organisation for the purpose of employee engagement and better meeting of our client needs. We will:

- Seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way.
- Seek to understand the impact of our behaviours and decisions, and work to create an inclusive workplace.
- Ensure that our employees feel accepted and recognised, we will actively and flexibly support differences.
- Work within the spirit and the practice of the Equality Act 2010, by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.
- Remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning.
- Continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.
- Do all we can to make sure our employees reflect where we do business.
- Ensure that all employees feel valued, included and are treated with respect and dignity – it is a business need and our responsibility.

### Responsibilities:

It is the responsibility of everyone and particularly our leaders and managers to create an environment where there is an appreciation for diversity.

The Group will:

- Appoint, train, develop and promote based on merit and ability.
- Ensure that our policies and procedures comply with employment legislation.
- Ensure that employees are valued and respected and can achieve their full potential.
- Not tolerate discrimination, victimisation, bullying or harassment of any kind.
- Address any instance of inappropriate behaviour and confront attitudes based on perception and inappropriate stereotypes.



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- Consider requests for flexibility around working patterns and arrangements.

## Managers' will:

- Be responsible for ensuring that staff reporting to them are aware of the policies on equality, diversity and inclusion and dignity at work. They should provide support and direction when needed.
- Be prepared to deal quickly and effectively with concerns and complaints or any violations of the policy.
- Be responsible for fostering a culture of equality and ensuring that our employees are encouraged and enabled to reach their full potential.

## Employees' will:

- Have personal responsibility for ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.
- Be responsible for recognising and respecting the needs and backgrounds of both colleagues, service users and clients/customers.
- Be responsible for raising issues which they think might contravene the policy and any other supporting policies.
- Commit to attend and participate in Company training around equality, diversity and inclusion.
- Understand that breaches of the policy will be dealt with under the disciplinary procedure and could lead to dismissal in serious or repeated cases.

## Equal Opportunity in Employment

The Michael Lonsdale Group aims to provide equal opportunities by selecting, recruiting, developing, and promoting the best qualified people in a fair and non-discriminatory manner. We aim to ensure that this occurs by measuring applicants against objective selection criteria, whilst keeping in mind that competencies, skills, and qualifications can be acquired in different ways.

Our aim is to give every employee fair access to all workplace opportunities and benefits. As such, all leaders and managers should make fair, non-discriminatory decisions about all work-related matters. This includes elements such as:

- training and development opportunities;
- promotion opportunities;
- work allocation;
- hours of work;
- salary levels and packages;
- leave arrangements (of all types);
- performance assessment;
- retention;
- disciplinary procedures; and
- restructuring.



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## **Under-represented groups - Actions**

The Group recognises that there is under representation of certain groups in the workforce and will consider actions to address these at every opportunity. This will include but not limited to:

- targeting groups, communities and media outlets during recruitment campaigns.
- develop training and development programmes to positively support particular groups with their career – for example graduate schemes and apprenticeship schemes,
- management and leadership training to increase female gender representation at senior leadership levels.
- encourage carers to work flexibility to help them with their caring responsibilities.

## **Group Action and Support**

- Diversity and Inclusion will be part of regular board agendas to review the policy and consider actions to address imbalances or under representation.
- Any sub-contractor companies and clients that the Group engages or does business with, will be required on request to share their policy and approach to diversity and inclusion.
- Support its employees in their attendance of diversity and inclusion training and provide support on any issues through their line managers and HR.
- Data will be collected on staff for each protected characteristic, enabling an informed view of the workforce. This will enable informed decisions to be made at all levels.

This policy and its impact will be reviewed annually, to ensure it continues to meet its commitment and reflects the needs of the employees and the sector in which the Group operates.

Name: Gary Herbert

For and on behalf of the Michael Lonsdale Group Board of Directors

Position: Managing Director

Signature:

Date: 25/02/2022