



## EQUALITY AND DIVERSITY POLICY

LAR recognises that there are strong moral and ethical reasons for having an equal opportunities policy and that it has a duty to set the very highest standards in the management and employment of a diverse workforce. LAR are committed to proving equality, diversity and an inclusive working environment in which employees are able to realise their full potential free from all forms of discrimination, harassment and intimidation.

It is the policy of LAR to provide equal employment opportunities in accordance with the developments in the field of race relations, sex equality, sexual orientation, marital status, gender re-assignment, religion or religious belief, disability and the legislation to protect against discrimination in employment.

LAR is committed to an ongoing programme of equal opportunities. These policies also relate to how we offer and provide services to our customers and the community.

To ensure that all employees are aware of their obligations and responsibilities, the equal opportunities policy is included in our induction process. It is the duty of all employees to accept their personal responsibility for the practical application of LAR policies and procedures.

Any discriminatory behaviour including bullying or harassment by individuals or groups will be regarded as extremely serious and could be regarded as grounds for disciplinary action which may include dismissal.

LAR is committed to a programme of action to make this policy fully effective. It is our policy as an employer to comply with the statutory obligations under the following Acts and Regulations:

Race Relations Act 1976  
Race Relations (Amendment) Act 2000  
Race Relations Act 1976 (Amendment) Regulations 2003  
Equal Pay Act 1970  
Equality Act 2006  
Disability Discrimination Act 1995  
Disability Discrimination Act 2005  
Disability Discrimination Act (Amendment) Regulations 2003  
Employment Equality (Sexual Orientation) Regulations 2003  
Employment Equality (Sex Discrimination) Regulations 2005  
Employment Equality (Religion or Belief) Regulations 2003  
Employment Equality (Age) Regulations 2006  
Human Rights Act 1998  
Sex Discrimination Act 1975 (as amended)  
Sex Discrimination (Gender Reassignment) Regulations 1999  
Civil Partnership Act 2004

It is LAR Ltd practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to our decisions to recruit, train or promote employees.

To safeguard individual rights under the Equal Opportunities policies of the company, if any member of staff believes that the company has applied inequitable treatment to them, they may raise the matter through the Company Grievance Procedure.

Although LAR is a small employing Company, there are a number of ways in which the policy will be implemented and each Director is committed to ensure that the following procedure and practices will be followed.

### **Recruitment**

The Managing Director will ensure that all persons are selected and treated equally on the basis of their relevant aptitudes, skills and abilities without regard to race, colour, religion, religious belief, age, national origin, sex, sexual orientation or disability.

All staff are required to comply with this policy and acknowledgement is given to the specific responsibilities which fall upon management, supervisors and individuals involved in recruitment and employee administration.

To further ensure that direct or indirect discrimination is not occurring within the company, the recruitment and other employment decisions will be regularly reviewed in conjunction with ethnic records of job applicants and existing employees.

Job advertising will normally be done by notifying the Job Centre with the details of the vacancy.

If newspaper advertising is used, the working must include a reference to encourage applications from suitable candidates regardless of sex, race, disability etc. All external applicants will be required to complete an application form.

Where a vacancy is aimed to be filled by a promotion or a transfer, the details of the vacancy is to be published via the notice the notice board to all eligible employees. If selection tests of any description are used, they will be specific to the job and will measure an individual's actual or inherent ability to do or be trained for the job.

No condition is to be imposed which would have an adverse impact on a candidate because of their sex, race, disability etc. Age limits are only to be applied if they are necessary for the job.

Other forms of advertising that could include "word of mouth", family connections or other type of contacts will not be used to the exclusion of other means of recruitment or promotion of existing staff.

Where necessary LAR Ltd is not adverse to advertising for, and recruiting staff by the use of "positive action" and thus encouraging applications from recognised minority groups.

### **Training**

It is the further policy of LAR Ltd that employees will be trained on a fair and non discriminatory basis. In order to achieve this, training will always relate specifically to the position and not the individual employee.

### **Promotion**

It is the further policy of the Company that employees will be promoted on a fair and non-discriminatory basis. In order to achieve this, the promotion criteria will always relate specifically to the individual employee's ability, aptitude and suitability compared to the requirements of the job.

### **Sexual/Racial Harmony at Work**

Each employee is to be made aware that any conduct that could be sexually or racially abusive or derogatory will not be tolerated under any circumstances and any instance of such unacceptable behaviour can be expected to result in serious disciplinary action.

There is to be no display of sexually or racially offensive pictures, posters, calendars etc within the workplace or any other form of display that could give offence to another employee or visitor.

Any form of harassment, whether intentional or not is unlawful and will have an adverse impact upon work relationships and peoples effectiveness at work. Appropriate disciplinary action will be taken for any violation of the company policy to achieve sexual and racial harmony at work.

### **Duty of Management and Staff**

It is the duty of management to actively implement the equal opportunities policy of the company. Action must be taken to ensure that all staff are fully aware of the policy requirements and management responsibility for taking appropriate action in the case of any breach of its requirements.

This duty extend to eliminating any form of disability discrimination by allowing or condoning less favourable treatment of disabled persons whether in recruitment, selection, promotion etc or by management positively implementing reasonable adjustments wherever practicable to enable the disabled person to be equally placed within the company.

Management will ensure that no member of staff suffers any detriment or victimisation for raising a complaint of unfair discrimination or against any supported of such an employee.

All members of staff are to have it made clear by management that any act of discrimination that is observed at work must be brought to the attention of management without delay.

Members of management must not under any circumstances misuse their authority by conducting any form of victimisation against a staff member who has rejected any sexual advance or resisted racial abuse or complained of unfair treatment due to their disability.

### **Grievance Procedure**

In the first instance, any member of staff who feels that they are or have been the subject of sexual or racial abuse or harassment in any way should, if appropriate, either request the person responsible to stop the offending behaviour or report the alleged offence to a Director of the Company.

The Director to whom the alleged offence has been reported will investigate the complaint formally, but with a confidential approach as far as possible. All enquiries are to be conducted fairly and without any presumption of blame or guilt.

If the complaint is of a serious nature, the Director may suspend those involved, without loss of pay during the course of the investigation.

Should the complaint be upheld, then disciplinary action as appropriate will be taken to stop or prevent the problem from happening again. Due to the size of our business, relocation is not an option to remove the problem.

No member of staff will suffer any form of retaliation or victimisation as a result of raising a complaint or from their participation in an investigation. Any such retaliation or victimisation will result in disciplinary action being taken by the company.

LAR will periodically review this policy to ensure that its aims are being met.



**Robert Clarke**  
**Managing Director**  
Dated: August 2008

Next Review Date: August 2010