



LJR Engineering Project Services

Equality, Diversity, and Inclusion Policy



Equality, Diversity, and Inclusion Policy

LJR Engineering is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our staff to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

LJR Engineering, in providing services, is also committed against unlawful discrimination of customers or the public.

The policy's purpose 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 and 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, and selection for employment, promotion, training or other developmental opportunities.

LJR Engineering commits to:

- Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense.
- 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.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during our work activities.
- 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.
- 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 update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality,

diversity, and inclusion, and in meeting the aims and commitments set out in the Equality, Diversity, and Inclusion Policy.

- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management.

Details of the organisation's grievance and disciplinary policies and procedures can be found within the staff handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signed: Lee Roberts



Position: Director

Reviewed: 17/04/2023

Acknowledgement & Acceptance Form

I hereby acknowledge that I have read and understood the contents of our Company Equality, Diversity and Inclusion Policy.

In signing this form I confirm my agreement to comply with the contents of this document. I acknowledge that failure to do so may breach my contract of employment with LJR Engineering and that I may become subject to disciplinary action under the terms of the LJR Engineering Disciplinary and Grievance Procedures as stated in section 10, LJR-Doc-002 – Staff Handbook v1.2 which may result in my dismissal.

An electronic copy of this Equality, Diversity and Inclusion Policy can be found on the Company's shared Policies Drive within the Policies and Plans folder.

Name	Signature	Date