



JAMES LYNCH & SONS (TRANSPORT) LIMITED

COMPANY EQUALITY AND DIVERSITY STATEMENT AND POLICY

1 Scope and Purpose of the Statement & Policy

This Equality Statement & Policy applies to all staff of James Lynch & Sons (Transport) Ltd (Hereafter JL&STL) and also includes partners, volunteers and visitors or contractors working on our sites.

JL&STL's Equality Statement & Policy is linked to JL&STL's Mission Statement and Values.

JL&STL has an Equality Action Plan in response to the Equality Act 2010. It aims to promote all other forms and strands of equality and human rights that are relevant.

This policy can be applicable when outside normal working hours and is not restricted to when on JL&STL premises. In some cases, it may also be relied upon in the case of associative discrimination i.e. unfavourable treatment due to association with another person who may be protected by some or all parts of equality legislation.

JL&STL is committed to providing an environment in which there is equality of opportunity for all members of its community and our commitment for equality, diversity and inclusion ensures that all who work at JL&STL and potential applicants to JL&STL are treated equally.

JL&STL recognises that its legal obligation is to:

- Eliminate discrimination, harassment and victimisation.
- Advance equality of opportunity.
- Foster good relations.

The Directors are responsible for monitoring, guiding and recommending on issues concerning Equality and Diversity within JL&STL and ensure the commitment to Equality and Diversity is understood by all that engage with JL&STL.

2 Policy Statement

JL&STL is committed to the development of non-discriminatory policies and practices providing an environment in which there is equality of opportunity for members of its community, whether required by legislation or not, in all aspects of its activities as an employer and training provider.

JL&STL has zero tolerance and is opposed to any form of discriminatory behaviour, unfair or unlawful acts, bullying or harassment on the grounds of:

- Age.
- Disability.
- Race.
- Gender.
- Religion / belief.
- Marital status / Civil Partnership.
- Gender reassignment.
- Pregnancy & Maternity.
- Sexual orientation.
- Social background or any other personal characteristic

JL&STL recognises that the vast majority of staff, students and contractors act appropriately and with respect towards their colleagues and contacts however inappropriate behaviour will be treated as a serious matter and procedures will be followed.

3 Policy

JL&STL recognises its role in creating a climate which supports Equality, Diversity and Opportunity and will endeavour to address by reasonable adjustments to remove any barriers that may exist in relation to any of the above-mentioned protected characteristics for all of its staff and potential applicants.

For the purposes of this policy inappropriate behaviour is largely defined as bullying, harassment or discriminatory. The following definitions are intended for identification purposes but are not meant to be an exhaustive list.

Bullying is defined as but not limited to offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment is defined but not limited to unwanted, demeaning and unacceptable conduct affecting the dignity of men and women in the workplace, based upon a

person's protected characteristics as defined in the Equality Act 2010, listed above. It may be persistent or an isolated incident

JL&STL takes positive action, both as an employer and as a provider of training promoting equality of opportunity to all its staff and our local community in respect of:

- Access to and participation in training.
- JL&STL environment.
- Engagement with the Community.
- Resources.
- Support systems.
- Staff selection, recruitment and promotion.
- Staff training and personal development.
- Providing a working and social environment that fully reflects the cultural diversity in society both locally and nationally.
- Fostering a climate within the JL&STL community of high self-esteem, respect for others and commitment to maximise personal potential.
- Addressing equal opportunities issues at the individual and institutional level with equal vigour.
- Reviewing and modifying procedures and priorities as necessary to improve the implementation of equality diversity and inclusion.

4 Commitment and Intent

The Equality Statement & Policy has been written to set out JL&STL's commitment and intent as an equal and diverse employer. The Equality Statement & Policy will be reviewed regularly and at least annually to ensure up to date changes in legislation and effective implementation.

JL&STL will promote Equality and Diversity in its activities and strategies presenting a high profile of the same by a variety of means.

JL&STL's key areas of commitment and intent are:

- To set appropriate equality targets and actions
- To have a Communication Strategy to ensure awareness of the scheme among staff, potential staff to JL&STL, suppliers of goods and services, recognised consultative forums and the public.

- Review all policies and practices to ensure continuous quality improvement at least every two years.
- Consultation, engagement and involvement opportunities for staff, external clients and others working in partnership with JL&STL to influence the policies and implementation of them.
- Staff induction and training opportunities to promote understanding and awareness of equality, diversity and inclusion and enhance or embed good practice.
- Zero tolerance of any type of inappropriate behaviour.
- We will strive to achieve inclusive accessibility for those visiting our site with disabilities including where a need is identified to produce directions or maps which will include information on parking facilities, public transport and wheelchair access.
- A welcoming service to all staff, and visitors to JL&STL where consideration will be given to accessibility of location with signage that is clear and displayed at a level suited to all.
- All written information produced will be clearly presented in Arial font size 12 in plain English with alternative formats being provided on request.
- All complaints received by JL&STL will be monitored for equality issues related to any protected characteristics and reported on regularly.

5 Dignity at Work

It is the responsibility of all employees, prospective employees, contractors, workers and volunteers to respect the dignity of their colleagues in the workplace.

Failure to do so may result in disciplinary action taken against an employee which can result in their dismissal.

Employees, prospective employees, contractors, workers and volunteers should also advise their manager or another appropriate person if they witness an act of bullying or harassment.

Management in conjunction with Human Resources will commit to providing a work environment which is free from bullying and harassment and managing such incidents swiftly and appropriately.

6 Equality in Recruitment

JL&STL will ensure that Job Descriptions and Person Specifications reflect the position and do not contravene the stated intent of JL&STL in this Policy.

All advertisements will state that JL&STL is an equal opportunities employer and that it welcomes applications from all groups and any underrepresented groups.

JL&STL will seek as far as is practicable to address where there are imbalances in its staffing and will advertise to ensure effective targeting of recruitment.

Application Forms will normally be of uniform style and content.

All applicants will be directed to JL&STL Website to locate a copy of the Equality Statement & Policy, or this will be enclosed with a paper-based Application Form.

7 Equality in Training & Development

JL&STL has a Workforce Development Programme which commences at New Staff Induction. The Equality Act 2010 is mandatory training and this ensures that all employees understand their responsibilities. Staff are encouraged to participate in other training opportunities relevant to their duties and personal development.

8 Equality in Employment & Working Practice

A – Maternity

Female employees are protected from unfair treatment due to pregnancy, childbirth or taking Maternity leave. JL&STL recognises that during pregnancy women may need changes to their working conditions and consideration will be given to this. Reasonable time off with pay will be given to attend ante natal care. Maternity Leave and Maternity Pay are set out in the Maternity Policy.

B – Paternity

Paternity Leave and Paternity Pay are available to a biological father or a partner, husband or civil partner that is not the baby's biological father subject to the requirements as set out in the Paternity Policy. Employees who are partners of pregnant women are entitled to take reasonable paid time off for ante natal care appointments.

C - Flexible Working

Consideration will be given to flexible working hours and arrangements for employees to facilitate for the caring of children and other dependants.

D - Disciplinary & Grievance Procedures

Please read JL&STL policies for Grievance Procedure and Disciplinary, Suspension & Dismissal Procedure.

9 Informal Approach

If a breach of this policy is suspected then often an informal approach is most effective. The employees concerned may wish to have an informal discussion to gain a better understanding of the issues involved and the offence it has caused.

This may be supported by the use of internal or external mediators or counsellors which JL&STL will support where appropriate. Such an approach is most applicable when there are unintentional misunderstandings and lack of awareness between the parties and will support all parties equally through the process.

Entering into the informal resolution process or undertaking mediation or counselling should be undertaken voluntarily by the parties concerned and does not compromise the rights of the employee to manage the complaint formally, as outlined below.

10 Formal Approach

Should an employee feel that they have been subjected to any element of bullying or harassment they are directed to the Grievance Procedure to have their complaint investigated and managed.

If an employee is found to have breached these policies then they may be subject to a disciplinary sanction under the disciplinary policy, which can include their dismissal from JL&STL following an appropriate investigation.

They also may find that they are subject to separate criminal or external proceedings both individually or as a respondent on behalf of JL&STL.

If an employee feels that they have witnessed an act of discrimination, bullying or harassment then they are obliged to report it to a senior member of staff immediately.

The Equality Statement & Policy is reviewed annually by the Directors.

This policy should be read in conjunction with the following documents:

JL&STL Employee Handbook

11 Non-compliance with the Equality Statement & Policy and related policies.

Non-compliance by a member of staff of JL&STL will be treated as a serious matter and dealt with fairly through JL&STL's normal procedures including the Disciplinary Procedure where appropriate.

We have today reviewed this policy and find it fit for purpose and implementation within the business.

Rebecca Edwards – Director

REdwards

Mark Owen – Director

MOwen

Ian Parker – Transport Manager

IParker

Date 9th April 2024