

Lion Safety Management System



Document Title: Equality, Diversity & Inclusion Policy
Responsibility: Senior Management

Scope

This policy applies to the Integrated Management System (IMS) operated by Lion Safety.

Responsibility

It is the responsibility of the Directors to ensure that this policy is adhered to and is up to date.

Document History

Issue	Date	Details of amendment / change	Responsibility
1	10.12.2021	Reviewed & incorporated into IMS	Roger Lewis
2	21.01.2023	Reviewed	Roger Lewis
3	23.03.2023	Added text, reviewed and proof read	Roger Lewis
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Equality Policy

The Company is committed to providing equal opportunities, diversity & inclusion within employment and to avoiding unlawful discrimination in employment and against customers. The Company will strive to provide a working environment which all employees are treated fairly and consistently with dignity and respect. This policy is intended to assist the Company to put this commitment into practice.

The Company will ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil Company. These are known as "protected characteristics".

Staff should not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Equal opportunities in employment

The Company's aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds.

By including this policy in the Employee Handbook, all employees are made aware that the Company will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

The Company will make reasonable adjustments to ensure Employees who have a disability are able to carry out their normal duties effectively.

Dignity at Work

The Company is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

Harassment and bullying can have very serious consequences for individuals and the Company. Employees found guilty of harassment or bullying will face disciplinary penalties, up to and including dismissal.

The Company will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The Company will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. Victimisation is a disciplinary offence.

Procedure for dealing with Bullying and Harassment

If you encounter a problem of this nature, it is vital that you make the person responsible aware that his/her remarks or conduct are offensive to you. This should be done in a simple, straightforward way.

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It is recognised that complaints of harassment or bullying are often of a sensitive or worrying nature and that it may be difficult to speak directly to the other employee involved. If this is the case, you should put your request in writing and hand it to the individual you believe is demonstrating inappropriate behaviour.

If the informal approach fails, or if the informal approach is not appropriate, then you should bring the matter to the attention of a member of management as soon as possible. If appropriate you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the date, time and whereabouts of the act.

Every complaint will be investigated thoroughly and promptly.

You will be informed of the findings of the investigations and will be given an opportunity to comment.

If the report concludes that the allegation is well founded and the harasser or bully is an employee of the Company, he/she will be subject to disciplinary action in accordance with the disciplinary procedure.

If you bring a complaint of harassment or bullying you will not be victimised for having brought the complaint. If, however, after a full and fair investigation, the Company has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under the disciplinary procedure



Roger Lewis
Director

January 2023