



Equality and Diversity Policy

Lite Ltd. is an equal opportunity employer. The aim of the Lite Ltd. policy is to ensure that no applicant, employee, or Apprentice receives less favourable treatment for whatever reason

Lite Limited is committed to encouraging equality and diversity among our workforce and apprentices and eliminating unlawful discrimination.

The aim is for each employee and apprentice to feel respected, empowered, and able to give their best.

The organisation - in providing our services and/or facilities - 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 and uphold 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 (gender) and sexual orientation
- 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

The organisation commits to:

- encourage equality and diversity in the workplace as this is good practice and makes 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

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in

employment, and prevent bullying, harassment, victimisation, and unlawful discrimination

All staff and apprentices should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so that their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Decisions concerning staff are 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 also update them and the policy to take account of changes in the law
- Monitor the make-up of the workforce and apprentices regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and with due consideration take action to address any issues

The equality policy is fully supported by senior management and staff

Details of the organisation's grievance and disciplinary policies and procedures can be found in the procedures handbook This includes with whom an employee should raise a grievance – usually the Company 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.

Lite Ltd is committed to an ongoing programme of appraisal of the effectiveness of this policy and employees and Apprentices are encouraged to bring to the attention of Mrs J Shopland – Reed areas where existing practices may fall short of the aims of this policy.

