

Lantos - Corporate Equality, Diversity and Inclusion (EDI) Policy - V1

1. Policy statement

Lantos Business Solutions Ltd are committed to raising awareness of equality and human rights, promoting diversity, and combating all forms of inequality, disadvantage, prejudice, unfair discrimination, harassment and mistreatment within our community.

The aim is for our workforce 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.

Our organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of any clients, suppliers or members of the public.

1.1. Policy definitions

Protected characteristics - Protected characteristics refer to the nine characteristics that are protected in the [Equality Act \(2010\)](#). The nine protected characteristics are: age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Equality - Equality is about fairness, it is not about treating everyone in the same way, but it recognises that everyone's needs are met in different ways. It is based on the legal obligation to comply with anti-discrimination legislation. Equality protects people from being discriminated against on the grounds of the protected characteristics.

Diversity - Diversity is about valuing all visible and non-visible differences and recognising and accepting that harnessing these differences creates an environment where everyone feels valued. A diverse approach aims to recognise value and manage differences to enable all employees to contribute and realise their full potential.

Inclusion - Inclusion is about positively striving to meet the needs of different people and taking deliberate action to create environments where everyone feels respected and able to achieve their full potential.

1.2. Policy priorities

Whilst the Lantos EDI policy encompasses all areas of inclusion, we have defined a small number of specific priorities, to give greatest focus to improving outcomes in these areas, which are:

-) Black, Asian and ethnic minority (BAME) employees
-) Disabled employees
-) A cross-cutting priority on respect at work

Prioritising these areas is not to the exclusion of other areas of initiative such as social mobility, LGBTQ+, age, faith and belief. The priorities will be delivered in context of an inclusive approach which includes everyone but resource and effort will be targeted on these three priority areas.

2. Policy purpose

The policy's purpose is to:

- provide a set of commitments and associated responsibilities that promote equality, fairness and respect for all our personnel (whether temporary, part-time, full-time), clients and suppliers
- 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

3. Policy guidelines

The organisation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are 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 personnel are recognised and valued.
- This commitment includes training Supervising Managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All personnel should understand 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, clients, suppliers and members of the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the members of the public and any others during the course of providing Lantos work activities.
- Such acts will be dealt with as misconduct under the Lantos grievance and/or disciplinary procedures, and 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 employees, 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 also 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.

This corporate Equality, Diversity and Inclusion (EDI) policy is fully supported and underwritten by Executive Management. All Lantos employees must adhere to it as it forms a condition of their employment with the company.

4. Related Policies

All Lantos policies and procedures aim to support and embed our EDI policy. Please also see the following relevant statements and policies:

-)] Lantos Civil Service Code Declaration and Compliance Statement
-)] Lantos Code of Business Conduct and Ethics Policy
-)] Lantos Modern Slavery Statement

5. Equal opportunities

Lantos is committed to equal opportunities in employment and service delivery. We seek to ensure that no person working with the organisation or seeking employment with us, or anyone using our services; will receive less favourable treatment or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable on the grounds of their age, disability (including mental health), gender identity, gender expression, trans status, marriage or civil partnership status, pregnancy or maternity, race, colour, ethnic origin, religion or belief, sex or sexual orientation.

We will also not discriminate on the grounds of trade union membership or political activities, socio-economic status, responsibility for dependents, part-time status or fixed-term contract status or any other reason which cannot be shown to be justified. Selection criteria and procedures are reviewed regularly to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

Our aim is that our workforce will be truly representative of all sections of society. Everyone should feel respected and valued and able to achieve their full potential. Lantos aims to ensure it values and represents the diversity of communities both locally and nationally. Lantos is aware of the intersecting and multiple forms of discrimination people can face as a result of having multiple marginalised identities and that often this intersection is linked with poverty.

6. Reasonable adjustments

Under the [Equality Act 2010](#) employers and organisations have a responsibility to make sure that disabled people can access employment and services as easily as non-disabled people. This is known as the 'duty to make reasonable adjustments'.

Disabled people can experience discrimination if an employer or organisation doesn't make a reasonable adjustment. This is known as a 'failure to make reasonable adjustments'.

Lantos is committed to supporting all disabled personnel and clients and wherever possible will ensure reasonable adjustments are put in to place for those that need them.

7. Breaches of policy

All complaints of discrimination will be sensitively investigated and, if proven, will result in appropriate action for the perpetrator. Any personnel found to be in breach of this policy could be subject to disciplinary action and/or their continued engagement with Lantos will be questioned.

8. Responsibilities

All personnel and management must adhere to this policy. The Executive Management Team are accountable for ensuring the policy is implemented.

Role of all personnel is to act in ways that respect and value the diversity of others and has a responsibility to:

-) not discriminate unfairly against clients or other members of the organisation.
-) challenge and report any behaviour towards a colleague or client that could be interpreted as discriminatory.
-) understand what is expected of them in terms of their performance, their behaviour and their conduct towards others.
-) set a positive example at all times.
-) complete appropriate mandatory Foundation EDI learning.

Role of Supervising managers

Every Supervising manager has a responsibility to:

-) set a positive example by ensuring that their actions and behaviours promote EDI.
-) stop inappropriate behaviour as soon as they become aware of it.
-) support and implement action that Lantos takes to improve diversity, inclusion and equal opportunities, where that action has been agreed as national policy or as a specific local initiative.
-) encourage personnel to maximise their contribution to the work of Lantos and support them to reach their full potential.
-) provide appropriate learning opportunities to personnel in order to put the EDI policy into practice.
-) ensure that mandatory EDI learning is completed by all personnel
-) ensure personnel are aware of and carry out their responsibilities under the law and this policy.

Some company functions also have EDI responsibilities that are specific:

Business Development

-) ensure that EDI and accessibility is considered from the outset and throughout all procurement and bidding processes

Communications and Governance

-) all communications internally and externally will be written, designed and communicated with accessibility in mind
-) diverse imagery will be used where relevant to represent the diverse communities and clients in which we operate

Commercial and Finance

-) we will ensure that persons engaged in any aspect of procurement on the behalf of Lantos will work in accordance with our values and standards as outlined in this policy

ICT

-) we will ensure that technology enables and empowers staff and volunteers to be able to carry out their roles to the best of their abilities
-) accessible technology will be made available wherever possible to those that need it in order to carry out their duties. Equipment will be made available within the Technology team SLAs, all requests should be sent to the Compliance Manager

Compliance

-) ensure that mandatory EDI learning is provided and completed by all personnel provide additional EDI related learning and development opportunities to ensure that all personnel are equipped with the tools to provide support to a diverse range of clients
-) ensure that our offices, buildings and spaces are safe and accessible for all people
-) monitor disputes or grievances for EDI related complaints and address any issues raised
-) Collect and analyse EDI data to enhance recruitment practices for personnel to ensure that we are representative of the clients and wider communities in which we operate
-) Embed equality, diversity and inclusivity into all employment practices.

This policy will be communicated widely within the organisation to all personnel and will also made available on company website for public review.