

Policy Statement

EQUALITY, DIVERSITY & INCLUSION POLICY



Date: 9th January 2024

Name: PO_HR_Equality, Diversity & Inclusion Policy_011_2024_Rev12

Revision: 012

Authorised by: HR Director

The aim of this policy is to provide equality, fairness, and respect for all of our employees, whether temporary, part-time or full-time and not to unlawfully discriminate in line with the Equality Act 2010 any of the 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.

It is aim of the company to oppose and avoid all forms of unlawful discrimination. This includes, 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 development opportunities.

Any employee found to be unlawfully discriminating against either a prospective or fellow employee, customer or supplier will be subject to disciplinary action by the company. This applies to direct discrimination, indirect discrimination, victimisation, and harassment. This policy is issued to all employees and is available to the company's agents upon request. This policy is accessible at all times via the Company's HR System and reissued annually following review.

This policy is monitored and reviewed annually by the Human Resources department to ensure that it is working in practice and it's compliance with the current equality legislation.

This equality, diversity and inclusion policy is fully supported by the Directors and senior management team.

We commit to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to staff.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns, so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.

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- To regularly review all our employment practices and procedures so that fairness is maintained at all times.
- To ensure that recruitment practices fulfil the requirement of the equality, diversity and inclusion policy.

Recruitment, Selection & Promotion

Although we wish to encourage internal recruitment, we also advertise vacancies externally to avoid the perpetuation of any imbalance in the workforce. Our job adverts aim to encourage applications from all candidates and carry an equal opportunities statement.

Our advertisements are not stereotyped, contain no discriminatory wording and are placed online on external job websites, local job centres and on online job boards as well as our own careers website. When notifying vacancies to careers services or agencies, we specify they are open to all sexes. This is especially important when a job had traditionally been done exclusively or mainly by one sex.

We recognise the value of recruiting, selecting and promoting employees with different backgrounds, knowledge and experience. Our recruitment and selection processes identify candidates with the most suitable knowledge, skills, experience and personal values and as an equal opportunity employer, the recruitment processes are designed to promote equality. Testing, independent evaluations and behavioural interviewing are used to promote equitable and unbiased selection and promotion decisions.

Training and Development

Opportunities for training and development are made available to all employees on a fair and equal basis, age limits for access to training are not set.

The company ensures that the content and demands of its schemes are non-discriminatory and are appropriate to the knowledge and skills specified. Lanes ensures that all staff associated with training and assessment apply a fair and just process with employees.

Flexibility/reasonable adjustments

Provision is made for reasonable adjustments to be made to working practices or arrangements to avoid putting disabled people at a disadvantage. Where appropriate, consideration will be given to employees to be able to have reasonable flexible arrangements, e.g., part time work, flexible hours.

Lanes Group recognises and celebrates the value and contribution each individual brings to our workplace and appreciates the value of attracting and retaining employees from different

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backgrounds. The company is committed to creating a working environment that is fair and flexible; promotes personal and professional growth and benefits from the capabilities of its diverse workforce. We recognise that diversity in our workforce contributes to our business success and benefits our employees, customers, consumers and shareholders. Leveraging diversity in our workplace delivers a strong competitive advantage. Our aim is to ensure that our business policies, procedures and behaviours promote diversity and inclusion and create an environment where individual differences are valued.

Gender diversity

Gender equality at all levels of the organisation is a key component of our Diversity and Inclusion Strategy. Increasing the representation of women at senior levels of management will remain one of our strategic priorities on an ongoing basis.

Disciplinary

All employees 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, customers, suppliers, and the public. Such acts will be dealt with as misconduct under the company's disciplinary and grievance procedures and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without conduct.

Danielle Le Breton

A handwritten signature in black ink that reads 'DleBreton'.

HR Director at Lanes Group plc
9th January 2024