

Company
LJR Group Services Limited

Version	Review date	Reviewed by	Role
1.0	12th January 2025	Shaun Radcliffe	Director
	To be Reviewed date	Signature	Notes
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EQUAL OPPORTUNITIES POLICY

Pre-conditions/Statement

LJR Group Services Ltd is committed to the principles and practices of equal opportunities in employment. As such the Company will endeavour to ensure that any employee or prospective employee will not be discriminated against on the grounds of sex, race, marital status, ethnic origin, colour, nationality, disability, sexual orientation, religion, age, gender reassignment, spent criminal convictions or any other grounds of discrimination not prohibited by legislation.

The Company is committed to supporting and promoting its equal opportunities policy by introducing standards of practice and by training and developing staff.

NB - Recruiting Managers: The Company Recruitment and Selection policy takes deliberate care to guard against unintentional discrimination, both of a direct and indirect nature. Refer to separate Recruitment and Selection policy

PURPOSE

LJR Group Services Ltd is committed to furthering the implementation of equal opportunities in all its employment policies, practices and procedures. To this end, the Company ensures that the principles of the Employment Equality Regulations 2003 apply to recruitment and selection, pay, conditions of employment, promotion, training, work experience, and the use of non-discriminatory language and pictures throughout the company via the medium of this Company policy.

RESPONSIBILITY

All LJR Group Services Ltd managers are responsible for implementing this policy and all LJR Group Services Ltd's employees, clients, customers and other business contacts are responsible for abiding by the policy both in their dealings within the company and with third parties.

PROCEDURE

Discrimination

LJR Group Services Ltd will endeavour to ensure that employees are not discriminated against, either directly or indirectly. Direct Discrimination occurs when a person is treated less favourably than another person in the same circumstances. Indirect Discrimination occurs when a provision, criterion or practice is applied, which disadvantages people of a particular group, and which is not justified as a proportionate means of achieving a legitimate end.

Genuine Occupational Qualifications (GOQ's)

The imposition of a condition or requirement which has an adverse impact on someone, which because of an individual's sex, race or marital status makes them more likely to be affected by it, may not always be unlawful if it can be justified on grounds of genuine business need. Such examples are limited to Genuine Occupational Qualifications, which can be justified on the grounds of physiological, authenticity, decency/privacy, personal service or statutory authority reasons. Before any such imposition of conditions or requirements are introduced the Human Resources Department must be consulted.





Victimisation

Victimisation occurs when a person is treated less favourably because of something that they have done under or in connection with the Regulations i.e. made a formal complaint of discrimination. Such action is unlawful, in the same way that direct and indirect discrimination is and the Company is concerned that all its employees are free to perform their work without fear of such victimisation either from other staff members or from any other source.

Types of Discrimination, which the Company will not Tolerate

The following are types of discrimination which are, or will soon be, unlawful under employment legislation, and which the company will not tolerate:

- Sexual Discrimination – based on sex or marital status.
- Disability Discrimination – based on a long-term disability.
- Racial Discrimination - based on colour, race, nationality, ethnic or national origins.
- Sexual Orientation Discrimination - based on real or perceived sexual orientation
- Religious Discrimination - based on real or perceived religion, religious belief or similar philosophical belief
- Age Discrimination – based on age

Any employee found to be discriminating against another employee, or a third party will be subject to disciplinary action, up to and including dismissal. Any third party found to be discriminating against an employee, or another third party may have their contract/services terminated.

The new Employment Equality (Sexual Orientation) Regulations

The new Sexual Orientation Regulations apply to discrimination on the grounds of orientation towards persons of the same sex, the opposite sex and the same and opposite sex. They also cover discrimination on the grounds of perceived as well as actual sexual orientation and being discriminated against on grounds of the sexual orientation of those with whom you associate. Consequently, the Company categorically states that insults/discrimination based upon perceived or actual sexual orientation will not be tolerated and anyone caught harassing another member of staff in this way will be subject to disciplinary action.

The new Employment Equality (Religion or Belief) Regulations

The new Religion or Belief Regulations apply to discrimination on grounds of religion, religious belief or similar philosophical belief. Like the Sexual Orientation Regulations, they also cover discrimination on the grounds of perceived as well as actual religion or belief and being discriminated against on grounds of the religion or belief of those with whom you associate. Consequently, the Company categorically states that insults/discrimination based upon perceived or actual religion, religious belief or similar philosophical belief will not be tolerated and anyone caught harassing another member of staff in this way will be subject to disciplinary action.

The new Age Discrimination Regulations

The new Age Discrimination regulations apply to discrimination on the grounds of age. Managers who discriminate on this basis are likely to exclude a group of people whose talents and skills may be necessary for the future success of our organisation. The forthcoming legislation, however, will preclude discrimination on the grounds of age and consequently the Company is adopting a zero-tolerance approach to age discrimination in advance of the implementation of the legislation. In line with the above forms of discrimination, insults/discrimination based upon age will not be tolerated and anyone caught harassing another member of staff in this way will be subject to disciplinary action.



Prevention of Unlawful Discrimination

LJR Group Services Ltd has a legal responsibility to take such steps as are reasonably practicable to prevent unlawful discrimination. This responsibility extends to job requirements and vacancy advertisements, recruitment, selection, promotion, training, work experience and pay and terms and conditions.

Job Requirements and Vacancy Advertising

Any qualifications or requirements applicable to a job shall be capable of being demonstrated as being necessary to the job. It is the Companies' intention that all vacancies will be advertised internally prior to being advertised externally and steps will be taken to ensure that vacancies will be notified to a representative selection of outside agencies and institutions to generate the widest possible selection pool. All vacant advertisements will carry a statement of LJR Group Services Ltd's commitment to equality of opportunity.

Recruitment and Selection

Selection criteria will be constantly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, more than one person should be involved in the selection process, and all should have been instructed in good interview practice. Any selection tests deployed would relate only to genuine requirements of the job and would be without bias. The company retains the right, however, to recruit the most suitable person for the position on merit.

Promotion

When opportunities for promotion are advertised, this will be done in such a way as not to discriminate against certain groups. Promotion is determined solely from objective criteria and based on the individual's performance, ability and attendance record. Feedback is available to unsuccessful applicants to assist them in improving their performance in the future.

Training

Participation in training courses reflects the company's commitment to developing the resources of all its' staff. Training opportunities are equally allocated to those from appropriate disciplines, regardless of their sex, race or disability, subject to normal business requirements and constraints.

Work Experience

Work experience in all aspects of any function is given, where possible, to ensure that all employees have equal opportunity for future career progression, subject to normal business requirements and constraints.

Pay and Terms and Conditions of Employment

All Terms and Conditions of employment, benefits, facilities and services are determined to ensure that there is no unlawful discrimination on grounds of colour, race, ethnic origin, sex, disability, marital status, sexual orientation, age or religion.

Use of Non-Discriminatory Language and Company Image

The company demonstrates its commitment to equal opportunities by using non-discriminatory/non-sexist language or pictures in all documentation/ literature.



Harassment

LJR Group Services Ltd is concerned that all its employees are free to perform their work without harassment/sexual harassment from other staff members or from any other source. For further details please refer to the Bullying and Harassment Policy (10-06-38).

Acting Against Discrimination

Any member of staff may use the grievance procedure to complain about discriminatory conduct, if they cannot first resolve the matter themselves informally. If the matter relates to sexual or racial harassment or harassment based on disability, then the grievance may be raised directly with the Human Resources Department. The Company is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

All such complaints will be treated seriously, and managers will deal with complaints quickly, thoroughly and sympathetically, attempting to deal with the cause of the problem.

Discipline

Any employee who harasses another employee on any of the above listed grounds, or for any other reason, will be subject to the Company's disciplinary procedure up to and including dismissal.

If, however, upon investigation, a complaint is considered to have been of a vexatious/malicious nature and the complaint is proved to be unfounded, then disciplinary action will be considered for the complainant.

Policy Revision

This policy will be revised from time to time to keep abreast of changes in employment law and the needs of the business.

REFERENCES

Bullying and Harassment Policy
Recruitment and Selection Policy
Grievance Procedure
Discipline and Conduct policy