



SUMMARISED STATEMENT OF POLICY ON DIVERSITY, EQUALITY & INCLUSION
(a more comprehensive version of this policy is available if required.)

STATEMENT: Bryan Lecoche Ltd. is committed to providing a working environment for all if its staff which respects employees' dignity, and which is free from all forms of discrimination, inequality, harassment, and bullying.

The Company is also committed to ensuring that it provides Equality Opportunity in employment and in the delivery of its services. This commitment has been reflected by the adoption of 'equal opportunities', as one of the core values of the Company. We oppose all forms of unlawful or unfair victimisation or discrimination.

Equality opportunity and freedom from discrimination are central to the health and well-being of our workforce. We will deal effectively with any proven act of discrimination, abuse, or harassment, committed either by staff or service users. This provision is essential to the operation of an effective service and therefore requires that staff always treat each other, and members of the public with dignity, courtesy, and respect, ensuring that they adhere to our policies and procedures designed to promote equality of opportunity and anti-discriminatory practice in the workplace.

Quality and equality in service delivery and employment are closely linked to promote equity and social justice. By recognizing and implementing the above the Company aims to ensure that the employees who deliver our professional services, or who make decisions about them, implement non-discriminatory policies, procedures, and practices to meet the requirements of clients and the wider world.

COMPLIANCE: The Company or any person employed by the Company, or any sub-contractor will not discriminate directly or indirectly or by way of victimisation or harassment against any person on the below grounds being the 'the protected characteristics', contrary to **The Equality Act 2010** or any other relevant emerging legislation:

Age	Disability	Gender
Gender Reassignment	Marriage & Civil Partnership	Pregnancy / Maternity
Race	Religion or Belief	Sex or Sexual Orientation
Colour	Politics	Indicators of Poverty
Nationality	Ethnic Origins	Disadvantaged Groups

The Company and all persons employed by the Company including sub-contractors shall as a minimum, perform its services to the client, where it is a public body, in accordance with the provisions of the **Public Sector Equality Duty Act**, or where it is a private organisation, in accordance with the legal requirements upon, and the policies of that client.

It is the duty of all employees to accept their personal responsibility for adhering to the principles of equal opportunity, maintaining racial harmony and good relations at work. We will actively promote equal opportunities throughout the organisation to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills, and abilities. The Company recognises that sexual, racial, and other forms of harassment affect the dignity of people at work and is committed to ensuring that unacceptable behaviour does not take place. Disciplinary action will be taken against any employee who is found to have committed an act of discrimination or bullying. Serious breaches of policy will be treated as gross misconduct.

NON-COMPLIANCE: Subject to the nature of the complaint or recognition of bullying, discrimination, or harassment, it may be resolved informally by talking directly to the responsible person. A more formal disciplinary process, which can be viewed elsewhere, will be adopted if informal methods fail and repeat examples or serious bullying, discrimination, or harassment occurs.

EMPLOYMENT, DEVELOPMENT & TRAINING: Employees will be recruited and selected, promoted, and trained based on objective criteria. We will, in our pursuit and promotion of fairness, diversity and equality, recruit, train, develop and promote based on merit and ability and will seek to encourage employees and applicants irrespective of characteristics (actual or perceived) such as sex, trans-gender status, sexual orientation, race, religion, religious belief or similar philosophical belief, age, disability, marital or civil partnership status or background, or lifestyle. Examples of Direct and Indirect Discrimination and Harassment can be found in our full policy document.

MONITORING & REVIEW: Employee participation will help in committing us to having a workforce that reflects all sections of society and the data an employee can voluntarily share with the Company will be used to monitor and evaluate whether our legal and moral obligations are met or not. The principles of fairness, consistency, meritocracy, and equality of opportunity are fundamental and no one regardless of their status will be discriminated against regardless of their age, colour, disability, ethnicity, gender or gender identity, race, religion, or belief and / or sexual orientation. Our Equality Monitoring questionnaire is available to be viewed in our full policy document.

The company will monitor its policies and will implement changes to improve them as social attitudes and legislation change. This commitment applies to all the company's employment policies and procedures, not just those specifically concerned with equal opportunities and diversity. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality to all stakeholders, applicants. and employees.

Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and gender of all applicants and current employees

- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

COMPLAINTS: We will seek to encourage an environment where individuals can conduct their business free from the fear of discrimination and harassment, where all employees feel confident in reporting incidents of harassment, in the knowledge that they will be dealt with effectively in accordance with the company's procedures.

The company will treat seriously, and will act where appropriate, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, clients, customers, suppliers, contractors or other third parties. Any discriminatory behaviour will be addressed in accordance with this policy and existing disciplinary policy. All complaints will be investigated in accordance with the company's grievance or complaints procedure, as appropriate, and the complainant will be informed of the outcome.

RESPONSIBILITY FOR IMPLEMENTATION: As referred to above, all employees have a shared responsibility for ensuring this policy is adhered to. The directors of the Company will shoulder the ultimate responsibility for reviewing and implementing the policy as required.

NOLAN SEVEN PRINCIPLES OF PUBLIC LIFE: Although we are a limited company, we also subscribe to the Nolan 'Seven Principles of Public Life'.

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Richard Lecoche,
Co-owner and Commercial Director

LAST REVIEW DATE: 1st March 2024.