

HR

# Equality, Diversity and Inclusion Policy

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## Purpose

We are an equal opportunities employer. We are committed to equality of opportunity and to providing an environment and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, gender reassignment, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to job performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

## Scope

This Policy refers to all employees that are employed by companies within the London & Cambridge Properties Limited group (the “Group”) including LCP Management Limited, together with employees that are employed by other Companies within the M Core collective, namely Proudreed Limited, Sheet Anchor Properties Limited and Sheet Anchor Evolve (collectively referred to as “employees” within this Policy).

## Definitions

The terms equality, inclusion, diversity and equity are at the heart of this policy.

**Equality** - means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

**Inclusion** - means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

**Diversity** - means the recognition of individual differences amongst the workforce.

**Equity** - means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers.

The Group will support equality, diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their full potential.

## Guiding Principles

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage, adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

The Group has the responsibility for implementing and monitoring the Equality, Diversity and Inclusion Policy and, as part of this process, all policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit

will be on the basis of aptitude and ability. All employees will be encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Group.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Group as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Group.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate.

## **Our commitment as an employer**

The Group is committed to:

- Creating 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.
  - Ensuring all employees understand their responsibilities to conduct themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
  - Ensuring all employees should understand that they, as well as the Group, 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 any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors and the public in the course of the Groups work activities.
  - Such acts will be dealt with as misconduct under the Groups Grievance Policy and/or Disciplinary Policy, 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 progression available for all employees, who will be encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Group.
- Make decisions concerning staff being based on merit.
- 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. Everyone is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.