

## Lekela Group

# Equality, Diversity & Inclusion Policy

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Owner	Romina Floris, VP Human Resources
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## **Equality , Diversity and Inclusion**

### **Policy Objectives and Statement**

This policy respects equality and applies equally to all employees throughout the organisation, whatever their role, location or working patterns.

Lekela is committed to Diversity and Inclusion and to a zero tolerance policy in relation to less favourable treatment on the grounds of any protected characteristic under the Equality Act 2010. The protected characteristics are defined as age, disability, gender reassignment, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. It will not discriminate because of any other irrelevant factor and will build a culture that values meritocracy, openness, fairness and transparency.

Lekela is committed to support our employees' health and wellbeing at work, which is free from harassment, intimidation and gender-based violence (GBV).

GBV refers to violence driven by expectations and roles associated with gender. The term is not exclusive to violence against women and girls because such violence can also impact men and boys, particularly men who challenge or do not adhere to traditional "male" stereotypes.

GBV is not limited to physical violence either. It can include threats or acts in a work context that inflict physical or mental harm.

We aspire to have a diverse workforce because, in our view, diversity enables better business outcomes. We also believe that a more inclusive workplace, where people of different backgrounds work together, ensures better outcomes for all staff. From application to interview, we place inclusion at the heart of all we do.

In particular, we strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Lekela.

We will take positive steps to ensure that our employees, temporary workers and visitors, can enjoy an experience that is fair, equitable and free from discrimination in their dealings with us.

Lekela is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation.

Objectives relating to fair and inclusive practices will be included in all employees' performance indicators and will form an integral part of performance reviews throughout the year.

The policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements.

To help us achieve our goal of a diverse and inclusive workplace, the Company has implemented the following initiatives: D&I Group, diversity and inclusion training, unconscious bias training, misbehaviors training, interviewing without bias training for Line managers and

anyone involved in the recruitment/interview process.

## Scope

The policy is applicable to all employees, secondees, agency staff and consultants. The policy applies to all processes relating to employment and training.

## Principles

The Company believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, the Company will aim to ensure that individuals are treated fairly, with dignity and respect regardless of their age, disability, gender reassignment, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and any other inappropriate distinction.

This policy will ensure that in carrying out its activities the Company will have due regard to:

- promoting equality of opportunity, across all the activities of the organisation;
- promoting good relations between people of a diverse background; and
- eliminating unlawful discrimination.

This policy is guided by the following principles, that:

- you and visitors to Lekela should enjoy a safe environment free from discrimination and harassment/bullying;
- you should have equal access to quality services that are made available by the Company;
- you should have equal access to opportunities for personal and professional development, progression and promotion opportunities;
- you should be able to participate fully in the work and life of the Company community and celebrate its diversity;  
everyone at the Company should reflect the diversity of talent, experience and skills from the local, national and international pool from which it draws its workforce;
- positive action initiatives continue to be used to redress inequalities and discriminatory practice; and
- all relevant stakeholders, including you, have the right to be consulted about Company policy, procedures and practices and are encouraged to contribute to the decision making processes of the Company.

## Responsibilities

Lekela is responsible for ensuring the organisation meets its legal obligations in respect of legislation relating to Equality, Diversity and Inclusion.

Managers are responsible for:

- fostering a culture in which compliance with this policy is regarded as integral to the

- work of the area and in which equality, diversity and inclusion issues are actively promoted;
  - producing and implementing area action plans;
  - ensuring you are encouraged, supported and enabled to reach your full potential
  - identifying appropriate development for themselves and you to meet the needs of
- your respective areas; and
- ensuring the strategic development, implementation and review of the Equality, Diversity and Inclusion Policy and progress on the implementation of corporate and area action plans.

You are responsible for:

- supporting and implementing the aims of this policy;
- promoting equality of opportunity;
- contributing to an environment free of fear or intimidation and which celebrates diversity; and
- ensuring that your behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

### **Breach of the Policy**

The Company will take seriously any instances of non-adherence to the Equality , Diversity and Inclusion policy. Any instances of non-adherence in behaviour, actions or words that transgress the policy will be investigated and where appropriate will be considered under the Company's disciplinary policy.

With regard to any breach of the policy by visitors, the Company will take appropriate action in relation to the nature of the incident.

### **Monitoring and Review**

The policy will be reviewed regularly to reflect changes in the law, demographics and internal business requirements.

### **Local Laws and Practices**

Please note this Policy is for use in all Lekela locations. Where there are specific local country laws and practices in place in any particular country which may affect the policy detailed here these will take precedence and will be discussed and applied separately by the local HR Representative, subject to prior agreement by the Vice President, Human Resources.