



## Diversity, Equity and Inclusion Policy

### Introduction

Levin Sources is committed to promote equal opportunities to and treatment of all employees, associates, contractors and job applicants regardless of age, disability, gender and sexual identity, civil and parental status, race, religion or belief, sexual orientation. We aim at nurturing an inclusive environment where everyone belongs.

### Purpose

The present policy highlights the values and practices that Levin Sources prioritises to both our internal and external stakeholders.

Levin Sources aims to:

- Provide equity, inclusion, fairness and respect to all employees and partners, whether temporary, part-time or full-time.
- Not unlawfully discriminate on the basis of the protected characteristics defined by the [Equality Act 2010](#):
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities

### Our commitments

Levin Sources commits to:

1. Act in line with the requirements set out in the UK [Equality Act 2010](#).



2. Encourage the application of this diversity, equity and inclusion policy in the workplace and its integration across all company processes, including when advertising for jobs, recruitment and selection processes, employee benefits, training and professional development.
3. Create 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 and partners are recognised and valued.

This commitment includes communication efforts and training managers and all other employees about their rights and responsibilities under the equity, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff and partners should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination that may occur in the course of their employment against fellow employees, customers, suppliers and the public.

4. Take seriously any complaint of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Notably, 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.

5. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
6. Make all decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010). Any redundancy selection policy used will be based on objective criteria.
7. Create an action plan, which is revised yearly, to implement the diversity, equity and inclusion policy.
8. Maintain the role of DEI champion(s) who will support the HR manager and the senior management team in the implementation, monitoring and promotion of this policy and related processes.



9. Review employment practices and procedures when necessary to ensure fairness and to integrate the principles from this policy. Also update them and the policy to take account of changes in the law.
10. Monitor the composition of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity and inclusion, and in meeting the aims and commitments set out in this diversity, equity and inclusion policy. Monitoring will also include assessing how the diversity, equity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

### Endorsement and adoption

The diversity, equity and inclusion policy is fully supported by the CEO/founder, Managing Director, senior management team and the Board. Employees were involved in the process of designing this policy to integrate their feedback.

All line managers are responsible for familiarising themselves with this policy, ensuring that it is applied and for making their charges aware of it. Individual employees are also responsible for familiarising themselves with this policy.

### Disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Employee Handbook. This includes with whom an employee should raise a grievance.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Revision and Updates				
Date	Approved by	Version	Changes	Signed
13/07/2023	Estelle Levin Nally	2023 V1	Fully rewrite of existing policy	