



LEE-DICKENS LTD.

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Certificate Number FM29298

Human Rights Policy

1. Our Commitment

- 1.1 Lee-Dickens Ltd is committed to creating a culture in which equality, diversity and human rights are actively promoted and where unlawful discrimination is not tolerated. The Company recognises that the experiences and needs of each individual are unique and strives to respect and value the diversity of all.
- 1.2 Our policy is to make sure that no customer, or person involved or associated with Lee-Dickens Ltd receives less favourable treatment on the grounds of:
- Religious belief or political opinion
 - Race (including colour, nationality, ethnic or national origins)
 - Disability
 - Gender, including gender reassignment
 - Marital or civil partnership status
 - Having or not having dependants
 - Sexual orientation
 - Age.
- 1.3 Lee-Dickens Ltd is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with the Company and all members of society. No action shall be taken against them by any person connected with Lee-Dickens Ltd which would devalue their contribution to society and to the Company, or lead to a loss of their own self-respect, or respect for them from others.
- 1.4 Responsibility for making sure that Lee-Dickens Ltd fulfils its obligations under this Policy rests with Senior Management.

2. Who does the Policy apply to?

- 2.1 All individuals within the Company are responsible for compliance with this Policy, and for the positive attitude it requires. All external persons connected with Lee-Dickens Ltd are encouraged to hold the same responsibility and commitment.

3. What shall we do?

- 3.1 We shall make sure that all our staff and sub-contractors are aware of our Equality and Diversity Policy, and where applicable shall make them aware of their responsibilities.
- 3.2 All job applicants, employees and others who work for us shall be treated fairly and shall not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit shall be made objectively and without unlawful discrimination.

4. How shall we know if the Policy is working?

- 4.1 Application of this Policy shall be monitored by the Senior Management on an annual basis, or sooner, if required.

5. Dealing with complaints

- 5.1 It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons, including:

- Fear that others shall consider that behaviour trivial
- Fear of retaliation and/or public humiliation
- Fear that the complaint shall not be taken seriously

- 5.2 Such concerns may make an individual choose to leave the organisation, or change their job. Lee-Dickens Ltd regards this as unacceptable. It is important that employees should feel able to raise concerns without fear and in the knowledge that their complaint shall be taken seriously.

- 5.3 All complaints shall receive prompt attention and shall be properly investigated. We shall seek to resolve them as quickly as possible.

- 5.4 Sometimes it may be possible for an employee affected by the behaviour of another simply to ask the harasser to stop, or make it clear that the behaviour is unwelcome. If this is appropriate then the employee should do this. However, such an approach may not be appropriate and employees should feel able to raise matters at any time with their Line Manager or with Senior Management.

Signed



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Managing Director
Lee-Dickens Limited

Date 7 February 2024

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