

Equal Opportunities

Policy

Read this policy for:

- An understanding of the Company's position and approach to Equal Opportunities.
- Information on our Equal Opportunities objectives.
- Further details of our procedures around Equal Opportunities.



KEY PRINCIPLES

1. Landsec (the “Company” or “Landsec”) is an equal opportunities employer and complies with equal opportunities legislation in the UK. The Company's objective is to ensure that no employee or other worker or job applicant receives less favourable treatment, directly or indirectly, on the grounds of age, disability, gender reassignment (including gender identity and presentation), marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation (together known as the "Protected Characteristics").
2. Equal opportunity is about good employment practices and making sure we get the best out of our employees. It is the Company's policy to appoint, train, develop and promote based on merit and ability alone.
3. This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all staff whether full-time, part-time, temporary, or any person who has been seconded to Landsec and applies to all aspects of employment, including recruitment. The policy also applies equally to the treatment of our customers/clients.
4. Landsec fully accepts and adheres to the Codes of Practice published by the Equality and Human Rights Commission.

Organisation

The law and Landsec's procedures can contribute to achieving equal opportunities, but it is the understanding and behaviour of our managers and people that will ensure true equal opportunity. All managers must set an appropriate standard of behaviour and lead by example, ensuring that those they manage follow this policy and promote Landsec's commitment to equal opportunities.

The policy will be made known to all employees and job applicants as the circumstances may require. Moreover, Landsec will provide training and guidance for supervisory staff, those who have contact with the public and other relevant decision makers to ensure that they understand their position in law and under this policy.

Recruitment and promotion procedures and the provision of services will be examined and reviewed and we will take all reasonable steps to change any which it finds to be actually or potentially unlawfully discriminatory or contrary to this equal opportunities policy.

Those that believe that they have been denied equality of opportunity may pursue a complaint through the grievance procedure which can be found on the process & policy section of our Sharepoint site .

THE ROLE OF HUMAN RESOURCES

The Human Resources (HR) team works closely with the business to embed best practice. The team proactively supports the continuous improvement of organisational performance and gives practical guidance on all aspects of human resource management including change management, reward and recognition strategy, employee relations, knowledge management and career development.

SPECIFIC OBJECTIVES

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

(a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

(b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

(c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Harassment and Bullying Policy.

(d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

(e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

We would always encourage you to tell us about your condition if you are disabled or become disabled, so that we can consider what reasonable adjustments or support may be appropriate. We recognise that we have clear obligations towards all our employees and the community at large to ensure that people with disabilities are given equal opportunities to enter employment and progress within Landsec. Therefore, the Company will:

- Comply with the requirements of the Equality Act 2010.
- Follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs.
- If an employee becomes disabled, wherever possible, take reasonable steps to accommodate the employee's disability by making adjustments to their existing employment, or by redeployment and providing appropriate re-training to the employee to remain in employment with the Company.

RECRUITMENT AND SELECTION

The way in which Landsec recruits and selects people is of vital importance to the promotion of equal opportunities. We welcome diversity in our business and wish to recruit, train and retain the best possible talent. Accordingly, we aim for best practice in our recruitment and selection procedures. Landsec is committed, wherever possible, to ensuring that:

- Individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and career management are based solely on objective, job related criteria and merit

- Staff responsible for selection decisions will, where appropriate, receive training in equal opportunities and guidance so that fairness is maintained within the process.
- Human Resources are involved in selection decisions where appropriate.
- Vacancies are advertised to a diverse section of the labour market and job applicants are not asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic, for example applicants should not be asked whether they are pregnant or planning to have children. Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments) or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check.

PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

DISCIPLINARY AND GRIEVANCE PROCEDURES.

Serious breaches of the Equal Opportunities policy may amount to gross misconduct resulting in dismissal. Disciplinary action will be taken against any member of staff who is found to have committed an act of discrimination or otherwise breached this policy.

Any employee or trainee who believes that they are being discriminated against or harassed in relation to any Protected Characteristic, or is being victimised because they are likely to assert, or has asserted, their rights in relation to any Protected Characteristic, should raise the matter through the appropriate grievance procedures.

Acts of discrimination, harassment or victimisation in relation to any Protected Characteristic by employees of the Group will result in disciplinary action against them.

In cases of harassment or victimisation, the procedure to be followed is laid out in the policy on Harassment and Bullying.

IMPLEMENTATION

The Role of Managers and Employees.

All managers have a duty to support and implement this Equal Opportunities policy, especially in respect of recruitment, employment and development practices. Also, managers are to investigate and address any behaviour that is inconsistent with the objective of being an equal opportunity employer, and creating a healthy working environment.

Although managers are primarily responsible for equal opportunities, Human Resources can provide managers and employees with advice and assistance, where appropriate. All employees have a duty to support and implement this Equal Opportunities policy. Employees should draw the attention of their line manager or Human Resources to suspect or discriminatory acts or practices.

Training

From time to time, training that relates specifically to equal opportunities may be provided, covering such areas as:

- Introduction to equal opportunities.
- Fair selection.
- Discrimination on the grounds of a Protected Characteristic.
- Disability awareness training.

All employees are expected to attend training when it is offered.

Monitoring and Review

HR will monitor the operation and implementation of these principles for both employees and job applicants, including promotion and the termination of employment. In addition, HR will maintain appropriate records to allow review of the diversity of its workforce in line with the applicable data protection policies and Privacy Notice. The policy will be reviewed in accordance with the results shown by the monitoring and HR will implement any changes that are required. This policy does not form part of any employee's contract of employment, and the Company reserves the right to change it at any time. It will be regularly reviewed and updated as appropriate.

Reviewed 31 March 2022