



Lumiere Creatives Ltd
28A Lavender Hill
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Equity, diversity and inclusion policy

Lumiere Creatives LTD and Lumiere London Ltd are committed to encouraging equity, diversity and inclusion among our workforce, and upholding a zero-tolerance policy towards and eliminating unlawful discrimination, bullying or any type of harassment.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed to creating an inclusive environment and having a zero-tolerance policy towards unlawful discrimination of customers or the public.

(see Anti-harassment policy)

Diversity presents itself in many forms: gender, race, ethnicity, age, sexuality, experience, socioeconomic or educational background, physical or mental ability, neurodiversity, diversity of thought, religion and beliefs, or any other characteristic that makes us different from one another as individuals.

At Lumiere Creatives LTD, **Inclusion** means ensuring equal access to opportunities and resources for all, including those who might otherwise be excluded or marginalised. An inclusive workplace ensures that the voices and opinions of everyone are heard and considered, creating an environment where everyone feels respected and valued.

Our policy's purpose

The purpose of this policy is to outline Lumiere's commitment to ensuring that:

1. The provision of an environment of equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. In line with protected characteristics included in the [Equality Act 2010](#), those in our employment are not unlawfully discriminated against, because of:
 - 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

and other specific areas including:

- Identity
- Neurodiversity
- Union affiliation

3. All forms of unlawful discrimination are opposed and avoided. This includes in regard to:

- 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

The organisation commits to:

1. Encouraging equity, diversity and inclusion in the workplace through our carrying out transparent recruitment processes free from unconscious bias.

2. Creating an inclusive working environment by upholding a zero-tolerance policy regarding bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all.

3. Valuing individual differences and recognising the strengths and contributions of all staff.

These commitments are relevant to all employees, regardless of their position or length of service, in terms of 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 should understand that they, as well as their employer, 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

4. Taking complaints 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, seriously in an appropriate manner.

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.

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.

5. Providing opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop to their full potential, so their talents and skills can be fully utilised to maximise the efficiency of the organisation.

6. Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

7. Reviewing employment practices, policies and procedures when necessary to ensure fairness, and to update to ensure compliance with the latest legislation.

8. Monitoring regularly the composition of the workforce regarding age, sex, ethnic background, sexual orientation, religion or belief, and disability and making decisions to ensure the aims and

commitments set out in the equity, diversity and inclusion policy are being met.

Any requests for personal data collected as part of such a process would not be mandatory and would be fully anonymised. We would also keep employees fully informed on how such data would be used and the next steps we would aim to take.

9. Monitoring regularly the composition of our partnerships and suppliers, in order that we may use our power and influence as a business to create and support diverse and inclusive partnerships and supply networks, and to work with partners and suppliers that share our values.

We believe this is important because it enables us to:

- Work with like-minded companies and individuals
- Uphold our values of achieving social responsibility through being a strategic and social impact enabler
- Drive social and economic benefits within targeted and local communities
- Improve our corporate image and reputation in the marketplace
- Support corporate culture around diversity and social responsibility
- Gain access to new technology and innovative products and services, and to local sources of supply to improve service and quality
- Gain unique market insights from suppliers
- Increase market share and/or awareness in targeted markets
- Appeal to a more diverse customer base
- Achieve greater levels of entrepreneurialism, agility and flexibility

Policy review

This policy will be reviewed annually, in alignment with our other policies and procedures.

Account: Lumiere Creatives LTD
Account Number: 38730592
Sort Code: 23-05-80
IBAN: GB64MYMB23058038730592
BIC: MYMBGB2L

VAT Number 369 7089 39
Company Registration Number 12750146



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