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London Pensions Fund Authority **Equal opportunities, diversity & dignity at work policy**

October 2020



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1. Policy statement

We are committed to providing equality of opportunity and access in both our employment and service arrangements. We aim to promote diversity within our workforce and ensure that our services meet the different needs of our customers and clients. We recognise our legal responsibilities and obligations, both to colleagues and third parties. We expect people to be treated fairly, with dignity, courtesy, and respect. Our employment policies, procedures and practices are designed to comply, and they are to be implemented in accordance with this policy.

2. Guiding principles

In general, we will seek to:

- a) Be inclusive.
- b) Engage with our colleagues and third parties.
- c) Tackle bias and prejudice.
- d) Promote understanding.
- e) Remove or minimise any disadvantage, which we identify may be suffered by a person or group of people.
- f) Take what we consider to be the appropriate and relevant steps, to meet the needs of people who share a characteristic under the Equality Act 2010, or who are under-represented or less visible. This includes – but is not limited to – age, sex, race, disability, religion or belief, sexual orientation, and pregnancy/maternity.
- g) Collate, use, and monitor relevant and appropriate equality information, to support and inform what we do.
- h) When needed, make training available to staff, to develop their understanding of, and help ensure compliance with, this policy.

We will publish information on our website and annual report of how we promote equality of opportunity and access.

3. Roles and responsibilities

Everyone within our organisation has an individual responsibility to familiarise themselves with this policy and to demonstrate, by their behaviour, their commitment to both the content and spirit of it.

We expect all concerned to:

- Maintain a working environment, which promotes equality of opportunity and dignity and respect for all workers and which is free from harassment, bullying and unlawful discrimination. Bullying and harassment is behaviour that makes someone feel intimidated or offended.
- Ensure that other parties, customers, and clients, with whom they or colleagues deal on our behalf, are always treated with dignity, courtesy, and respect.

Our managers are additionally responsible for ensuring:

- The effective implementation of, and action under, this policy.
- All those under their management/supervision always adhere to this policy and that appropriate action is taken when this does not occur.

A failure to comply with this policy will be treated as a serious matter. In the case of employees, this will normally lead to disciplinary action. In the case of other staff members, this will normally lead to the cessation of them working for us.

Details of the LPFA's grievance and disciplinary policies and procedures are aligned with LPP's and can be provided on request. However, the main aim of this policy is to promote and encourage equality of opportunity and access and to ensure staff, customers and clients are treated fairly and with dignity and respect.