


00-02-05
Human Resources Management System

Diversity Policy

Name	Position	Signature	Date
Nerys Stead	Head of HR		March 2018

1. Content

1. Content	2
2. Policy	2
3. Related Policies & Forms	2
4. Updates	2

2. Policy

LOFT is committed to:

- Seeking excellence in our employees through the implementation of recruitment, incentivisation, performance review, development and promotion processes that are fair to all;
- Capitalising on the added value that diversity brings and considers discrimination in the workplace on the basis of age, gender, disability, religion, ethnic origin, and sexual orientation to be unacceptable.

This Diversity Policy forms part of our overall policy on Corporate Social Responsibility.

In support of this:

- We ensure a safe and fair working environment in which individuals can seek, obtain and continue employment without experiencing discrimination
- We encourage awareness and respect for diverse cultural and religious backgrounds
- We encourage the recruitment of local workers in all the territories in which we operate
- We will consider and support part time working and job share agreements with flexible working patterns wherever and whenever possible
- We will support pregnant and nursing workers whenever such situations arise wherever possible we will establish connections with education establishments through students at schools, work experience and graduate programmes
- We provide the opportunity for all to participate in training and development through the annual review process.

We have established policies and procedures, including those on grievance & harassment and whistle-blowing allegations that should be read in conjunction with this policy.

It is our aim to maintain records of our employment practices in relation to this Policy and when practicable to report on our performance.

3. Related Policies & Forms

00-00-17 Corporate Responsibility

4. Updates

Revision	Date	Updated By	Changes
1	March 2018	Nerys Stead	Creation of Document
2			Annual document review