



EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY



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COMPANY DETAILS

Company Name: Lockrose Limited
Company Number: 16101443
Company Address: The Clock House, Western Court, Bishops Sutton, Alresford, SO24 0AA

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EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY

Policy Statement

Lockrose Limited (“we,” “our,” or “the Company”) is committed to being an inclusive, fair, and respectful business that values diversity and promotes equality in everything we do.

As a supplier to private, regulated and public sector clients, we recognise our role in helping to deliver services and projects that reflect and respect the diversity of the communities and customers they serve.

This policy supports compliance with relevant government guidance supports and aligns with:

- The Equality Act 2010, including the Public Sector Equality Duty (PSED)
- The Public Services (Social Value Model) Act 2012
- The Construction Playbook
- Applicable Procurement Policy Notes (PPNs)
- Local authority equality objectives and community priorities

We will work in partnership with our clients to eliminate discrimination, advance equality of opportunity, and foster good relations between people from different backgrounds.

Scope

This policy applies to:

- All employees, agency workers, and contractors engaged by Lockrose Limited
- All work undertaken on behalf of private, regulated and public sector clients
- All subcontractors and supply chain partners delivering under public sector contracts

Our EDI Objectives

We will:

1. Create an inclusive workplace – ensure all employees are treated with dignity and respect, with equal access to opportunities.
2. Promote diversity in our workforce – attract, develop, and retain people from a wide range of backgrounds so our team reflects the communities we serve.
3. Deliver inclusive services – design and deliver our work to meet diverse needs and remove barriers for underrepresented or disadvantaged groups.
4. Support client EDI goals – align our actions with the commissioning client’s EDI and Social Value commitments.
5. Contribute to social value outcomes by embedding inclusive practices that support community cohesion, economic participation, and equitable access to services.



Key Commitments

a) Leadership & Accountability

- The Managing Directors will be responsible for implementing this policy and reporting on progress.
- All managers will champion EDI and integrate it into recruitment, team development, and project delivery.

b) Recruitment & Workforce Practices

- Use fair, transparent and inclusive recruitment methods.
- Widen candidate outreach to underrepresented groups in the industry.
- Provide reasonable adjustments for applicants and employees with disabilities.

c) Training & Awareness

- Provide EDI and unconscious bias training to all employees working on public sector contracts.
- Include EDI awareness in project inductions for all contract staff and subcontractors.

d) Service Delivery & Client Collaboration

- Consider the needs of diverse end-users in project planning and delivery.
- Use Equality Impact Assessment principles where relevant to ensure our work meets accessibility and inclusion requirements.
- Work with client teams to co-design approaches that support local equality priorities.

e) Supply Chain Standards

- Require subcontractors to comply with our EDI standards and the client's EDI requirements.
- Include EDI expectations in tender and contract documents for all subcontracted work.
- Actively seek to engage diverse suppliers, including SMEs (Small-Medium Enterprises) and VCSEs (Voluntary, Community and Social Enterprises), and monitor supplier diversity as part of our procurement practices

f) Monitoring & Improvement

- Collect and review workforce diversity data (where employees consent) to identify improvement opportunities.
- Gather feedback from employees, clients, and service users where appropriate.
- Review and update this policy annually, or sooner if legislation or client requirements change.



Responsibilities

Role	Responsibilities
Managing Directors	Ensure policy compliance, liaise with clients, report progress
Programme/Project Managers	Implement EDI in recruitment, team management and service delivery
All Employees	Treat colleagues, clients and stakeholders fairly and respectfully; report any concerns
Subcontractors	Comply with our EDI policy and the client's EDI requirements

Complaints & Resolution

We will investigate any reports of discrimination, harassment, or victimisation promptly and confidentially, taking corrective action where required. This applies equally to employees, subcontractors, and suppliers.

Review & Approval

This policy will be reviewed annually or in line with changes to legislation or client requirements.

Approved by:

Sam Evans
Managing Director
26th November 2024



APPENDIX 1

EQUALITY, DIVERSITY & INCLUSION

ACTION PLAN

Objective	Action	Measure of Success	Timeframe	Responsibility
1. Embed EDI into company culture	Deliver EDI awareness & unconscious bias training to all staff	100% of relevant staff trained and records kept	Within 3 months of contract start	EDI Lead / MD/ HR Lead
2. Ensure fair & inclusive recruitment	Advertise Lockrose Limited roles in at least one diversity-focused job board or community network	Evidence of diverse outreach channels in recruitment logs	Ongoing	HR Lead
3. Support client equality objectives	Liaise with client EDI leads to understand their equality priorities and integrate into project plans	Documented meeting notes & agreed EDI deliverables	At project mobilisation & annually	Contract Manager
4. Improve workforce diversity data	Collect voluntary demographic data from employees (confidential & GDPR-compliant)	Minimum 75% voluntary response rate; annual diversity report	Annually	EDI Lead/MD
5. Deliver inclusive services	Apply Equality Impact Assessment principles in planning and delivery	Evidence in project documentation	Ongoing	Project Managers
6. Hold supply chain to EDI standards	Require subcontractors to sign and comply with our EDI policy	100% subcontractor compliance rate	At contract award stage	Procurement Lead
7. Continuous improvement	Review EDI policy and action plan with lessons learned from projects	Updated policy approved by MD	Annually	EDI Lead / MD



APPENDIX 2

EQUALITY, DIVERSITY & INCLUSION IN CONTRACT DELIVERY

CONTRACT MOBILISATION

- Meet with client EDI lead to understand equality objectives and priorities.
- Review relevant local equality policies and community needs.
- Assign internal EDI Lead for the project.

PROJECT PLANNING

- Apply Equality Impact Assessment principles to identify potential barriers for diverse service users.
- Integrate EDI actions into project delivery plan.
- Ensure recruitment for project roles uses inclusive channels and fair selection practices.

WORKFORCE PREPARATION

- Deliver EDI and unconscious bias training to all staff involved in the contract.
- Provide role-specific guidance on accessibility and inclusive engagement.

SUPPLY CHAIN ALIGNMENT

- Require subcontractors to sign our EDI policy and comply with client EDI requirements.
- Provide EDI briefings at subcontractor onboarding.

DELIVERY PHASE

- Monitor service delivery for inclusivity and accessibility.
- Capture feedback from end-users, client teams, and workforce.
- Make adjustments in real time if any barriers are identified.

MONITORING & REPORTING

- Report EDI progress against Action Plan to the client at agreed intervals.
- Provide workforce diversity updates (aggregated, anonymous) where appropriate.
- Document examples of how delivery supported equality objectives.

CONTRACT CLOSE & LESSONS LEARNED

- Conduct post-project EDI review with client.
- Record lessons learned for continuous improvement.
- Feed findings into annual EDI policy review.



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