



CORRESPONDENCE ADDRESS

1 YEWDAL CRESCENT
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WORKSHOP

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LOST ART LIMITED: EQUAL OPPORTUNITIES DIVERSITY AND INCLUSION POLICY

NOTE: In the initial instance, any apparent breaches of this policy should be brought to the attention of Damian Liptrot, Office Manager. Managing Director, Dominic Liptrot has final responsibility for matters arising from breaches of this policy.

This Policy is subject to ongoing monitoring and an annual review in the light of both new legislation and data yielded by the recruitment of new members of staff.

1: Statement of Policy

- The aim of the policy is to ensure no job applicant, employee or worker is discriminated against directly or indirectly on the grounds of race, colour, nationality, ethnic or national origin, membership of the Traveller Community, gender, gender reassignment, marital status, family status, sexual orientation, religion, disability or age.
- We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- The policy will be communicated to all private contractors reminding them of their responsibilities towards equality of opportunity.
- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- We will maintain a neutral working environment in which no worker feels under threat or intimidated.

2: Recruitment and Selection

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Where possible, more than one person will carry out short-listing and interviewing.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

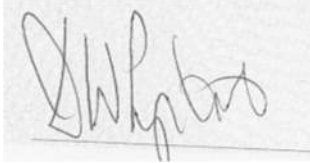
C: Training and Promotion

- Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- All promotion will be in line with this policy.

D: Review

- This policy will be subject to regular reviews and amendments where appropriate to ensure compliance with any legislative developments and good practice.

Signed
Dominic Liptrot
Managing Director
Lost Art Limited
01-01-2026

A handwritten signature in black ink, appearing to read 'D Liptrot', written over a horizontal line.