

Equality and Diversity Policy



ARCHITECTS



PROJECT
SAFETY



FACILITIES
MANAGEMENT

1.0 INTRODUCTION

All staff who are to be involved in recruitment and interviewing attend a recruitment seminar which covers all the following points and emphasises the need for all advertising and interviewing to be in accordance with the company policy of being an Equal Opportunity Employer. Before a final appointment letter is issued a Director will ensure that this policy has been adhered to.

2.0 GENERAL

Our Company is an equal opportunities employer and are committed to eliminating unlawful discrimination and to promoting equality and diversity within our policies, practices and procedures. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds whatsoever but particularly race, sex, sexual orientation, marital status, disability, age, religion or belief, pregnancy and maternity, gender and gender reassignment.

We are also committed to promoting equality and diversity in T.A.D.

This applies to our professional dealings with clients, staff, the public, and third parties.

3.0 RECRUITMENT

The Company will advertise vacancies widely using the job centre, careers services, press advertisements etc., as appropriate for the post;

- (a) Ensure that adverts and application forms make clear the Company is an equal opportunities employer.
- (b) Ensure that standards of English, education or qualifications higher than the job strictly requires will not be sought. Equivalent recognised overseas qualifications will be acceptable.
- (c) Ensure that any selection test will cover only matters relevant to the tasks to be performed.
- (d) Ensure that all applications will be treated equally for the purposes of short listing and interviewing.
- (e) Ensure that staff responsible for interviewing are clearly informed of the criteria for selection.
- (f) Ensure that the protected characteristics of applicants are monitored and reviewed, and submitted to the Managing Director.
- (g) Collect and monitor data on Protected Characteristics from applicants.

4.0 PROMOTION AND TRAINING

Opportunities for promotion and training within the Company will be open equally to all employees., by;

- (a) Where possible, assistance will be given to improve skills to improve promotion prospects and present job performance.
- (b) In selection for promotion or training opportunities, the principles set out in Paragraph (2) will be applied.
- (c) Where the Company grants special leave for dependants, extended leave, or maternity leave, this will not then be used as a factor affecting an individual's training or promotion prospects.

5.0 TERMS OF EMPLOYMENT

The Company will ensure that its conditions of employment do not discriminate against any individual or any group of employees. Consideration will be given within the working arrangements of the Company to matters such as access to buildings, leave and working hours so that no employee is disadvantaged by way of personal circumstances or culture background.

At the commencement of duties all employees receive an Induction to the Company and are issued with copies of this and other procedures. Any revisions are issued to all staff at the time of issue / implementation.

6.0 DISCIPLINARY AND GRIEVANCE PROCEDURES

Discrimination on any grounds, harassment or victimisation in any form will be a disciplinary offence. Harassment includes verbal abuse of individuals on any grounds whatsoever and will not be tolerated within the Company. Any individual who feels they may have suffered discrimination, harassment or victimisation should raise this as a grievance in accordance with rules laid down in the Company's Grievance Procedure.

7.0 IMPLEMENTATION

The Equal Opportunities Policy will be operated by all managers at all levels, at all times.

The person with overall responsibility for the Policy and its implementation is the Managing Director.

Any member of staff has a final right of appeal on any issue directly to the Managing Director who may review all processes and procedures.

8.0 REVIEW

This Policy will be reviewed before the anniversary of its date of issue, or to reflect any changes in legislation whichever occurs first. If the monitoring of applicants reveals inequality consideration will be taken of steps to address such imbalances in future.

Signed:



Position: Managing Director

Date: 01 February 2016