

EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY POLICY

Statement

Quattro Design Architects oppose all forms of unlawful and unfair discrimination. The purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. All employees will be treated fairly and with respect and encouraged to develop their full potential; the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Aims and Commitments

- To create an environment in which individual differences and the contributions of all our employees are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Recruitment selection criteria and procedures will ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.
- Equality in the workplace is good management practice and makes sound business sense.
- Quattro is committed to equal opportunities in its dealings with clients, consultants, contractors and the public.
- Quattro will review all employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

The policy will be monitored and reviewed annually by Robert Walder (Director on behalf of Quattro Design Architects)



Robert Walder (Director on behalf of The Quattro Design Architects)

Introduction

Quattro Design Architects is an Equal Opportunity employer and an agent of Equal Opportunities in its dealings with clients and their representatives, contractors, consultants and the public.

It is our policy as an employer to comply with all our statutory obligations under the current legislation relating to Equal Opportunities and accordingly the Directors of Quattro Design Architects aim to eliminate discrimination in all aspects of their work by making employees fully aware of their responsibilities under this Policy and by regularly monitoring its operation and effectiveness and taking action where necessary.

The aim of our policy is to ensure that no potential, actual employee or person or persons with whom the Company works is discriminated against on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect, and includes discrimination by perception and association.

Types of Discrimination

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

Unlawful Reasons for Discrimination

Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages.

Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be considered to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, refusing to employ a person because s/he is homosexual, heterosexual or bisexual.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

Recruitment, Selection and Promotion

Recruitment

An up-to-date job description and person specification will be provided for each vacant post detailing only the requirements for the job.

Various open recruitment methods will be used, including specialist publications, internet sites, and architectural career centres.

The Company will make it clear in job advertisements that we are an Equal Opportunities employer and that it welcomes applications from people qualified to undertake the work regardless of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The Company will place under regular review methods of recruitment to eliminate those that might unfairly exclude any potential candidate from being recruited.

Selection

The Company will ensure that any selection process will not unfairly exclude any candidate and is used consistently with all candidates without exception.

The Company will ensure that application forms do not contain criteria that are not job related or requirements that could disadvantage a particular group.

Interviewers will be made aware of some of the different cultural and behavioural patterns of ethnic minorities.

The interview panel shall be not less than two people with relevant knowledge of the job requirements and the selection procedure.

Recruitment selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with the ethnic records of job applicants and existing employees.

Promotion

Promotion of an employee within the Company will be carried out in the same way as the selection of a new employee.

All employees will be made aware of new posts within the Company and will be given equality of opportunity and be encouraged to progress within their career structure.

Suitable employees will be encouraged to apply for new posts, especially persons from under represented groups.

Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the Company can take steps to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Company.

If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

Reasonable Adjustments

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact their line manager in the first instance.

So far as is possible, The Company would continue to employ any employee who became disabled and arrange for all necessary training.

Training

The Company will provide training for all employees that participate in selection, grievance, discipline and dismissal procedures.

The Company will give equal opportunity to all minority employees to develop skills and to advance in their careers.

If problems become apparent then actions to resolve differences will be taken by offering counselling, training or referral to a disciplinary procedure, as appropriate.

Complaints and Grievances

All employees have a right to make a complaint. This will be dealt with promptly and fairly and confidentiality will be observed.

All grievances will be fully investigated and appropriate steps taken to stop a repetition of the action.

Any allegations of harassment on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation will be investigated. If they are substantiated, employee's may be withdrawn from the project concerned and dealt with in accordance with the Company disciplinary procedure.

Discipline and Dismissal

No employee will be disciplined or dismissed without the Company procedures being followed (with the exception that during the first two years of employment, the full disciplinary procedure may not apply).

The Company will ensure that there is no discrimination or victimisation during the process leading to the discipline or dismissal of an employee.

The Company will ensure that all employees are aware that any victimisation, discrimination or harassment will be considered a disciplinary offence and may be regarded as gross misconduct and dealt with in accordance with the Company's Disciplinary Policy and Procedure.

Communication, Implementation and Monitoring

The Company will ensure that all employees are provided with a copy of this policy at commencement of their employment.

The policy requirements will be fully discussed at induction and at annual reviews.

All job descriptions require the employee to have read and understood the contents of this policy and to ensure that this is implemented at all times.

Policy reviews will be issued to all employees. The policy statement and any updates or reviews will be placed on the Company's website.

Any consultants employed directly by The Company shall be advised of the need to take seriously the application of Equal Opportunities and shall be required to produce their Equal Opportunities Policy if applicable.

The Company will monitor regularly the numbers of employees and job applicants from different ethnic / minority groups.

The policy will be regularly reviewed to ensure compliance with current legislation.

Monitored information will be collected, assessed and reported to the Directors to consider the effectiveness of the policy and how improvements can be made.

Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

Senior Roles and Responsibilities

Robert Walder is the Director with overall responsibility for the effective implementation of the Company's Equal Opportunities, Equality and Diversity policy.

The Financial Controller has responsibility for the day-to-day communication, implementation and monitoring of this policy and will review its contents on a regular basis, making recommendations for amendment to Robert Walder, who will gain final approval at board level.

The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

Acting on Discriminatory Behaviour

In the event an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, the employee or the witness should immediately report the incident to their line manager.

The Extent of the Policy

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

The Company reserves the right to amend and update this Policy at any time.