

Equality and Diversity / Equal Opportunity Policy Statement

It is our policy as an employer to comply with the statutory obligations under the **Race Relations Act**. We aim to ensure that this practice or any member of staff does not treat a job applicant or employee less favourably than others on the grounds of colour, race, religion, disability, nationality or ethnic origin; sex, marital status, pregnancy or sexual orientation; or where a requirement or condition is applied equally to all groups but has a disproportionately adverse effect on one particular group; and which cannot be shown to be justifiable.

Equally, no one shall receive less favourable treatment as a part time employee or as a result of their domestic or caring responsibilities.

The practice has not had any findings of unlawful racial discrimination made against it by any court or industrial tribunal; nor has it been subject of formal investigation by the Commission for Racial Equality

Equal Pay, Recruitment and Promotion Opportunities

The practice supports equal pay and opportunities in employment.

We believe that it is in the Practice's and Employees best interests to ensure that the human resources, talents and skills available throughout the profession are considered when employment opportunities arise.

To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the diversity of the local community and profession in which we operate.

We aim to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, pay, promotion and career management are based solely on objective company and job related criteria.

Selection criteria and procedures will be regularly reviewed to ensure that our selection criteria are not adversely and unjustifiably affecting the opportunities of any particular person, and that in recruitment, remuneration and promotion all candidates or employees are considered solely on the basis of their relevant qualifications, merits, and abilities.

All employees will be given equal opportunity and encouraged to progress within the organisation. It is our policy to reward our employees for the loyalty, dedication, initiative and commitment they show the practice on a daily basis.

Flexible Working to Suit Training, Carer and Family Commitments

Working patterns will be reviewed so as to enable the Practice to offer, wherever possible, flexible working to those employees with carer responsibilities and family commitments.

The practice is committed to ensuring that training opportunities, where in the interests of the practice and personal development of staff are accommodated. Flexible working arrangements to suit university courses can be negotiated.

The practice is also committed to employing year out students to ensure that it has the opportunity of seeing and encouraging the development of those training within recognised professional training bodies (ie RIBA, MCIAT) with a view to future employment within the practice.

Acts of discrimination or victimisation will not be tolerated by the Practice. Employees will be expected to comply with this policy in all respects and at all times and to ensure that their actions, as individuals, do not contravene the legislation and/or bring the Practice into disrepute.

At the same time, the Practice acknowledges that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and employee administration.

Any employee who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter with a Director.

Trade Institutions – Accreditations

The practice recognises the requirements and benefits of and encourages the membership of trade institutions associated with the Profession

