

## **ADG DIVERSITY & EQUAL OPPORTUNITIES POLICY STATEMENT**

### **Policy statement**

The Architects Design Group is committed to being an equal opportunities employer and to valuing diversity by providing equality of opportunity to applicants and staff and by following working practices that are free from unfair and unlawful discrimination and encourage mutual trust and respect for individuals.

The aim of the Equality and Diversity in employment Policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of:

- Age
- Disability
- Gender, including transgender
- Race, colour, nationality, ethnic or national origins
- Religion or belief
- Sexual orientation

Or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

This policy also seeks to ensure that no member of staff is victimised or subjected to any form of bullying or harassment in the workplace.

All members of staff have the right:

- To work in an environment free from discrimination, harassment and bullying
- To have equal access to training, career development and promotion opportunities
- To seek re-dress, without fear of victimisation, when they perceive they have been discriminated against, harassed or bullied in the workplace.

### **Application**

The Equality and Diversity in Employment Policy forms part of the formal contract between ADG and its employees and also its clients, consultants and contractors. ADG expect their staff to promote this policy in all aspects of their work and particularly their dealings with people.

### **Harassment**

It is against the Company's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. It is also against the Company's policy for any employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability.

### **Recruitment, advertising and selection**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Company is committed to applying its equality and diversity policy statement at all stages of recruitment and selection. Advertisements will encourage applications from all suitably qualified and experienced people.

With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

### **Training and promotion**

The Company will train all line managers in the Company's policy on equal opportunities and in helping them identify discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensure they actively promote equal opportunity within the departments for which they are responsible.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers predominantly of one race, religion, sex or sexual orientation or a worker with a disability appears to be excluded from access to promotion and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

### **Terms of employment, benefits, facilities and services**

All terms of employment, benefits, facilities and service will be reviewed regularly, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

### **Equal pay**

The Company is committed to equal pay in employment. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### **Monitoring equal opportunity and dignity at work**

The Company will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

