

**EQUALITY, DIVERSITY
AND INCLUSION
POLICY**



ARCHITECTS



FACILITIES
MANAGEMENT



PROJECT
SAFETY

POLICY

T.A.D. is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly inclusive to all sections of society and that each employee feels respected and able to give their best.

We are a practice that treats our clients with respect and seeks to provide solutions that are relevant to their needs and requirements.

To that end, the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. Our commitment is to:

- create an environment in which individual differences and the contributions of all our staff are recognised and valued
- draw on the diverse talents of our staff to provide the best possible solutions to our clients
- entitle every employee to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- make training, development and progression opportunities available to all staff
- review all our employment practices and procedures to ensure fairness
- regard breaches of our equality policy as misconduct that could lead to disciplinary proceedings
- monitor and review the policy annually

Signature of person responsible for the policy:-

Name: Kevin J Rayworth

Position: Managing Director

Company: Trent Architecture + Design Ltd
(Trading as T.A.D. Architects, T.A.D. Facilities Management, T.A.D. Project Safety)

Signed: 

Date: 24 March 2022

ACTION PLAN

Implementation and Responsibilities

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

All Directors are responsible for implementing this policy generally in relation to the workplace and staff. In addition they will be responsible for the implementation of this policy in relation to any promotion or recruitment they instigate or manage.

All staff who are responsible for managing other employees are responsible for applying this policy in the establishment of the working environment and their management of employees.

All Staff, Managers and Directors have a responsibility to ensure the workplace is an inclusive and diverse environment where all people are treated equally. This responsibility extends to their dealings with Clients, Building Users, Suppliers and the General Public in relation to their actions when working for the Company.

Training

Training will be provided for all staff in line with the Company's Training and Development Policy. This will ensure that all staff understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

The training will be tailored to suit their position and responsibilities within the company to implement and promote this policy and ensure all employees achieve their full potential.

Promotion

Opportunities for promotion 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 opportunities, the principles set out in relation to recruitment 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 promotion prospects.

Recruitment

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.

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

- (a) Ensure that adverts and application forms make clear the Company's Policies on Equality, Diversity and Inclusion.
- (b) Utilise gender neutral language that does not deter or exclude any group from applying for the position.
- (c) 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.
- (d) Ensure that any selection test will cover only matters relevant to the tasks to be performed.
- (e) Ensure that all applications will be treated equally for the purposes of short listing and interviewing.

- (f) Ensure that staff responsible for interviewing are clearly informed of the criteria for selection.
- (g) Ensure that the protected characteristics of applicants are collected and passed the Managing Director for monitoring and review.

Terms of Employment

The Company will ensure that its conditions of employment do not discriminate against any individual or any group of employees in accordance with this Policy.

Consideration will be given to each employee when establishing their working arrangements within the Company, in relation to matters such as access to buildings, leave and working hours, so that no employee is disadvantaged by way of a protected characteristic.

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.

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.

Use of the organisation’s grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

Monitoring

The Managing Director will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.

The Managing Director will monitor the make-up of the candidates for Promotion and Recruitment regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.

The Directors will assess how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and consider taking action to address any issues.

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.

REVIEW ACTION TABLE

Review Year	2020	2021	2022	2023	2024
Frequency: (12 months)	✓	✓	✓	✓	✓
Date:	04/05/2020	04/05/2021	24/03/2022		
By (Initials):	KJR/DEJR	KJR/DEJR	KJR/DEJR		