

# Equal Opportunities Policy & Procedures

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## **EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT**

ETC Design Limited is an Equal Opportunities Employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and age (up to 65). 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. All employees will be given equality of opportunity within the Company's service and will be encouraged to progress within the organisation. To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees. The Company is committed to a programme of action to make this policy fully effective. We have been ISO9001 registered since 2008, meaning our policies are reviewed on a quarterly basis. Specific actions are determined and relayed to staff in conjunction with the QA procedures.

### **COMMUNICATION OF POLICY**

Staff are given induction documents at the outset of their appointment. Any changes to this documentation i.e. changes to legislation is outlined at their yearly review / as appropriate (under QA procedures).

### **ATTRACTING APPLICANTS**

The aim of the Company is to recruit employees on a fair and non-discriminatory basis.

Recruiting only by word of mouth is not practised by the Company because this may restrict applications from minority groups who may be under-represented in the workforce.

When advertising, the Company seeks to use a wide range of organisations and publications to advertise its vacancies (e.g. local schools, youth clubs, job centre, careers offices, ethnic minority and local press, race equality councils) with the aim of attracting interest from a wider community.

The Company ensures that the wording of job adverts does not place unfair restrictions or requirements on a particular minority group or groups e.g. specifying length of residence in the UK, requesting specific qualifications which are not necessary for the effective performance of the job.

The Company ensures that all adverts include wording demonstrating the Company's commitment to equality of opportunity and encouraging applications from under-represented groups for jobs with the Company.

Application forms will have a space for all applicants to declare their ethnic origin, gender, disability, marital status, dependant responsibility, religion, sexuality and age (for monitoring purposes only).

## **SELECTION**

The aim of the Company is to select employees on a fair and non-discriminatory basis.

In order to achieve this, the Company measures the suitability of each applicant / candidate against the requirements for the job.

The Company examines the use of selection tests to ensure that they are related to job requirements and are not unlawfully discriminatory.

## **PROMOTION**

The aim of the Company is to promote employees on a fair and non-discriminatory basis.

In order to achieve this, the promotion criteria relates specifically to the individual's ability and aptitude to do the job.

The Company periodically reviews the promotion procedure.

The Company keeps a record of (i.e. monitor) any minority status of employees selected for promotion.

## **TRANSFER**

The aim of the Company is to (where necessary) transfer employees on a fair and non-discriminatory basis.

In order to achieve this the Company does not automatically transfer employees who complain of discrimination.

The Company keeps a record of (i.e. monitor) the minority status of employees selected for transfer.

The Company periodically reviews its criteria for transferring employees.

Note: \* transfers are not applicable at present.

\* it is also worth noting that project dissemination will be undertaken on an appropriate for project basis.

## **TRAINING**

All persons responsible for recruitment, selection, promotion and transfer of staff receive ongoing training in equal opportunities.

The training achieves two objectives:-

- i) enables employees to recognise the Company's and their own obligations under the Equalities Act 2010
- ii) develops the necessary skills to translate the equal opportunities in employment policy into practice.

The Company also ensures that all its employees have equal access to training and development opportunities.

### **DISMISSAL (INCLUDING REDUNDANCY) AND OTHER DETRIMENT**

The aim of the Company is to ensure that it does not unlawfully or unfairly discriminate in dismissal, redundancy or other detriment to an employee.

In order to achieve this, the Company has examined its current procedure and criteria to ensure that they do not directly or indirectly discriminate against a particular minority group or groups.

The Company keeps a record of (i.e. monitor) all employees dismissed or selected for redundancy in terms of their minority status and grade.

### **POSITIVE ACTION**

Positive action exists to overcome the effects of past discrimination.

Where members of a particular group or groups are found to be under-represented at a particular grade or occupation, the Company encourages existing employees and potential employees from those minority groups to apply for jobs at those grades or occupations. In addition, the company should offer training to existing employees from those groups to prepare them for promotion as permitted under Section 159 of the Equalities Act 2010

### **MONITORING**

In order for its policy to be fully effective the Company monitors the make up of its existing workforce (by keeping a record of their minority status and grade). In addition the Company monitors the recruitment and selection process by keeping a record of the application rate, those shortlisted for interview and job starters in relation to their minority status and grade.

Information gathered through the monitoring exercises is carefully and regularly analysed in order to identify areas which may need particular attention.

### **GRIEVANCE, DISCIPLINARY AND DISPUTES PROCEDURES**

The Company does not ignore or treat lightly grievances or complaints from minority employees on the assumption that they are over-sensitive about discrimination.

Grievances and complaints regarding discrimination will be thoroughly investigated by the Company.

## **VICTIMISATION**

The Company has made it clear that it is unlawful to victimise any individual who has pursued a case, complaint or allegations of discrimination by:-

- i) disciplining them
- ii) dismissing them
- iii) transferring them (unless this is requested by the victim(s))
- iv) subjecting them to any other detriment (e.g. moving them into a lower paid / status job).

## **MANAGEMENT RESPONSIBILITY**

The Company has identified Ian Tompkins (Director) to take responsibility for the policy and its effective implementation.

Signed *I.D. Tompkins*

Date 01.10.13