

# **COLLECTIVE ARCHITECTURE**

## **EQUAL OPPORTUNITIES POLICY**

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The Practice is an equal opportunity employer.

## AIMS

The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, age, sex, sexual orientation, marital status, disability, religion or is disadvantaged by conditions or requirement which cannot be shown to be justifiable.

## PROCEDURE

Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and the Practice is committed to a programme of action to make this policy fully effective.

## STATEMENT OF EXPECTATIONS OF THE PRACTICE

We shall conduct business entirely in accordance with the requirements of the "Race Relations Code of Practice" published by the Commission for Racial Equality and in so doing recognise the definitions set out below:

## DEFINITIONS OF DIRECT AND INDIRECT DISCRIMINATION

The '*Equality Act 2010*' makes it unlawful to discriminate against a person directly or indirectly in the field of employment.

*Direct Discrimination* consists of treating a person on racial grounds (race, colour, nationality including citizenship or ethnic or national origins) less favourable than others are or would be treated in the same or similar circumstances.

*Indirect Discrimination* consists of applying a requirement or condition, which although applied equally to persons of all racial groups is such that a considerable small proportion of a particular racial group can comply with it and cannot be shown to be justifiable on other than racial grounds.

Discrimination by victimisation is also unlawful under the act.

A copy of the Code of Practice for Employment by the Commission for Racial Equality is available to all staff members, and is observed as far as possible within the organisation of the practice.

## THE EMPLOYMENT OF DISABLED PEOPLE POLICY

It is the policy of this Practice that wherever practicable it will meet its obligations in seeking to offer equal opportunities for employment to disabled people.

This policy applies to disabled applicants for new job opportunities as they arise. Full and fair consideration will be given to disabled applicants for every type of vacancy.

Provision of Disability - our offices are completely barrier free and equipped with a disabled toilet

**RIGHTS TO ATTEND TO PUBLIC DUTIES**

All employees have the right to reasonable time off without pay during normal working hours where they are obliged to attend for jury service or hold any of the following public positions:

Justice of the Peace, Councilors, Member of a Statutory Tribunal, Member of a Health Authority, School of Governor etc.

Bereavement leave - each request for time off will be reviewed and considered on its own merit.

**RECORD INFORMATION**

Signed:  \_\_\_\_\_ Director

Date: 12/01/19

Last reviewed: 12/01/16