



POL-02 EQUAL OPPORTUNITIES AND DIVERSITY POLICY

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POLICY STATEMENT

This policy does not form any part of any employee's contract of employment and we may amend it at any time.

The following document sets out CPMG Architect's policy on Equal Opportunities and Diversity. CPMG is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

1. PRINCIPLES

1.1 There will be no discrimination on account of sex, race, colour, religion or belief, ethnic origin, sexual orientation, gender, age, disability, nationality or marital status or part-time status.

1.2 CPMG will appoint, train, develop, reward and promote on the basis of merit and ability.

1.3 All employees have personal responsibility for the practical application of CPMG's Equal Opportunities and Diversity Policy, which extends to the treatment of job applicants, employees (including former employees), customers and visitors.

1.4 Special responsibility for the practical application of CPMG's Equal Opportunities and Diversity Policy falls upon Directors, Project Directors, and Supervisors involved in the recruitment, selection promotion and training of employees.

1.5 CPMG's Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against. The harassment complaints procedures referred to in this policy should be followed by any employee who believes that he or she may have been harassed. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

1.6 Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment will be treated as gross misconduct. Allegations of discrimination which are not made in good faith will also be considered as a disciplinary matter. Confidential records of ongoing matters dealt with in accordance with this policy will be kept.

1.7 You must not unlawfully discriminate against or harass people, including current or former employees, job applicants, clients, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with clients colleagues, suppliers or other work-related contacts) and on work-related trips or events, including social events.

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1.8 The following forms of discrimination are prohibited under this policy and are unlawful:

Direct discrimination – treating someone less favourably because of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality ethnic or national origin, religion or belief, sex or sexual orientation ("Protected Characteristics").

Indirect discrimination - a provision, criterion or practice that applies to everyone but adversely affects people with a Protected Characteristic more than others, and is not justified. An example of this would be requiring a job to be done full-time rather than part time. This would adversely affect women because they have generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

Harassment – this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation – retaliation against someone who has complained, or supported someone else's complaint about discrimination or harassment.

Disability discrimination – this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

2. EQUAL OPPORTUNITIES AND DIVERSITY CODE OF PRACTICE

2.1 Objectives

2.1.1 CPMG regards this Equal Opportunities and Diversity Policy as a commitment to make full use of the talents and resources of all its employees and to provide a healthy environment which will encourage good and productive working operations within the organisation. This code of practice describes how the policy is to be applied through the business.

2.1.2 CPMG is particularly concerned that equality of opportunity is maintained in the following areas:

- recruitment, selection and training;
- terms of employment, benefits, facilities and services;
- grievances and disciplinary procedures; and
- dismissals and redundancies.

3. HARASSMENT

3.1 Policy

3.1.1 CPMG's employees have the right to work in an environment which is free from any form of harassment.

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3.2.2 Harassment is unlawful in many cases and individuals may be legally held liable for their actions.

3.2.3 All allegations of harassment will be dealt with seriously and promptly and in confidence. Employees who feel that they have been subjected to harassment (whether by a colleague, client or third party) should not hesitate in following these procedures nor fear victimisation. Retaliation against an employee who brings a complaint of harassment is a serious disciplinary offence which may constitute gross misconduct.

3.2.4 CPMG takes these matters very seriously. However, malicious complaints of harassment can have a serious and detrimental affect upon a colleague. Any unwarranted allegation of harassment, made in bad faith, will be deemed potential gross misconduct. All employees should appreciate that this must be so to protect the integrity of this policy.

4. DISABILITIES

4.1 Policy

4.1.1 Disabled people, including job applicants and employees, should be able to participate in all CPMG's activities fully on an equal basis with people who are not disabled except where this cannot be justified for operational or health and safety reasons.

4.2 Principles

4.2.1 CPMG will take all reasonably practicable steps to ensure that disabled people are able to participate in its business and activities on an equal basis with people who are not disabled.

4.2.2 CPMG will not treat a disabled person unfavourably because of something arising as a consequence of their disability unless the unfavourable treatment can be justified.

4.2.3 If any arrangements made by or on behalf of CPMG, or any physical feature of premises occupied by CPMG, put disabled people at a substantial disadvantage compared to people who are not disabled, then CPMG will take such reasonably practicable steps as it can to prevent this disadvantage as outlined in CPMG's Equality Act Access Statement.

4.2.4 If a disabled person would, but for the provision of an auxiliary aid be put at a substantial disadvantage compared to people who are not disabled, then CPMG will take such reasonably practicable steps as it can to provide the auxiliary aid.

Signed for and on behalf of CPMG Architects Limited

Richard Flisher

Managing Director