



HR_Equal Opportunities: Policy



At ADP, we believe that everyone is entitled to the same opportunities. We value each and every staff member and treat them with the dignity and respect they deserve.



ADP recognises that our greatest asset is our staff. We strive to create a positive, supportive environment in which each individual is able to achieve their full potential. We believe that equality and diversity is key to achieving this positive environment, benefiting not only individuals, but enriching our entire organisation.

We understand that equality is key to achieving the best from our staff, creating a working culture based on merit and ability. In this way, our staff are empowered to pursue excellence – which in turn allows us to offer the best possible service to our clients. We believe diversity brings many positive benefits, and we strive toward a workforce that is dynamic and diverse.

Commitment

The Partnership is fully committed to providing equal opportunities in its recruitment process, during employment and for ensuring that every employee is treated with dignity and respect.

The Partnership will not tolerate discrimination on any of the following grounds;

- Sex
- Colour
- Union activities
- Race
- Disability
- Responsibility for Dependents
- Marital Status
- Age
- HIV status
- Ethnic or national origin
- Sexual Orientation
- Trans Gender Status

- Gender Reassignment
- Religious Belief

The Partnership will not accept any unlawful discrimination on grounds of disability or part-time/full-time working. However, the Partnership recognises that there may be circumstances justifying different treatment, which are not unlawful.

The policy applies to all employees and other workers within the Partnership, and unless otherwise stated, all references to employees include potential employees and former employees, full-time and part-time employees, as well as agency workers, temporary workers and contractors.

Responsibility

Partners and Associates are responsible for implementing the Equal Opportunities Policy and for applying the policy as part of their day-to-day management of the Partnership. All Partners and Associates will receive specific training in this policy.

Practice partner, Alison McKerracher, has overall executive responsibility for this policy.

All employees have a responsibility not to discriminate against or harass fellow employees, and to report any such behaviour of which they become aware. Employees will receive training or briefing on equal opportunities and this policy, and the induction process for new employees includes a briefing on this policy.

A copy of this policy is kept in the 'Practice Policies' section of the Intranet and is accessible from the start-up menu of each computer.

Any breaches of this Policy will be treated very seriously by the Partnership.

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1. Recruitment and Selection

When opportunities for employment arise within the Partnership, we will strive to ensure that we gather the widest possible response from prospective candidates. As a result, we advertise widely online, in the architectural press and in local and national newspapers. In every recruitment advert we place, we ensure that our commitment to being an Equal Opportunities Employer is clearly stated. Other recruitment organisations that the Partnership may choose to utilise, such as recruitment agencies, will likewise be made aware of our status as such.

We will take reasonable steps to ensure that advertisements are placed to gather the response. In addition, we will ensure, where possible, that applications can be submitted in alternative formats.

We recognise that recruitment and selection is vital in promoting equality and diversity in our workforce. As a result, the recruitment process is carried out according to objective, job-related criteria. Any subsequent appointment will be made on the basis of merit and the ability to fulfil the specified job role.

2. Induction and Performance Management

New starters to the practice will be made aware of the Equal Opportunities policy through the one-to-one induction session itself, and will be advised that the policy can be found on the staff Intranet.

Due regard to the commitment expressed in this policy will be made during biannual reviews of performance.

3. Training and Development

We are aware that training is a vital tool in promoting, and maintaining, a diverse workforce based on equality.

As a result, all Partners, Associates and other staff will receive training

and guidance to ensure that they fully understand their responsibilities under this policy, and the law. This may include equality training on external courses, consultation meetings, or regular updates on changes to policy and legislation. All employees who participate in promotion and/or recruitment will also be trained in this area.

The Partnership is committed to providing training and development opportunities for all employees. Partners and Associates responsible for appraising performance and potential of employees, of identifying training and development needs, and assessing career development opportunities, will do so solely on the basis of objective job-related criteria that does not give rise to unlawful or otherwise unjustifiable discrimination.

4. Communication

The Partnership will take account of factors that can prevent the effective communication of this policy to all employees. Care will be taken to make sure all employees understand this policy fully.

5. Monitoring and Evaluation

The Partnership is committed to the regular review of employment policies, practices, procedures and decision-making criteria to ensure that they do not discriminate unlawfully, or unjustifiably, either in principle or in operation.

To ensure this, regular monitoring will occur during recruitment, training, promotion and exit processes. This will establish a set of baseline data and evidence to ensure that the policy is working effectively, or highlight the need for amendment.

The policy will be regularly reviewed by the Partner responsible, and discussed as part of regular Partners' conferences