



**BAILY
GARNER**

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

September 2019



EQUAL OPPORTUNITIES AND DIVERSITY POLICY

This policy aims to ensure that everyone working for Baily Garner is equally able to fulfil their potential, so that no individual is treated differently because of their race, religion/belief, gender, gender reassignment, sexual orientation, age, disability, marital or family status, which are 'protected characteristics' of the Equality Act 2010.

We promote a positive, inclusive working environment where there is respect for and appreciation of the diversity of everyone in the practice and the wider community. We want to maximise the contribution everyone can make to the business and focus on accepting everyone for their individual value regardless of their choice of lifestyle, geographic origin, length of time with the organisation, management or nonmanagement status

OUR PRINCIPLES

As a minimum we will meet the compliance requirements under equal opportunities legislation and beyond this we strive to achieve a workforce that reflects the diversity of the working population of the areas in which we operate.

We will periodically review criteria and procedures to maintain a system of selecting, promoting and treating people solely on the basis of merits and abilities that are appropriate to the job. We will make sure that people are not disadvantaged by conditions or requirements that cannot be shown to be relevant to job performance or to our health and safety policies and practices.

We will seek to give all our employees equal opportunity and encouragement to progress. We will distribute this policy to all our employees and to our partner organisations, suppliers and clients as appropriate.

We will maintain a working environment free from harassment and intimidation.

We will deal with any complaints relating to this policy in a fair and equitable manner and deal effectively with any disciplinary measures that arise from the process.

EQUAL OPPORTUNITIES AND THE LAW

As an employer, Baily Garner has a legal responsibility to take reasonable steps to prevent unlawful discrimination at work under The Equality Act 2010 and subsequent updates.

RESPONSIBILITY FOR EQUAL OPPORTUNITIES

Everyone is responsible for helping to ensure equality of opportunities in the workplace. The Management Board; Managing Partner, Andy Tookey and other Equity Partners have overall responsibility for implementing and monitoring our Equal Opportunities Policy and for ensuring that our employment practices conform to the policy.

Group Heads and Partners who make decisions about recruitment, selection, promotion, training, pay and dismissal policies and practices will receive either in house diversity/equal opportunity awareness training or training with organisations such as ACAS.

By explaining this policy to employees through the induction and performance review programmes, Group Heads/Partners will strive to ensure that all staff, clients and suppliers are treated with mutual respect. They will ensure that everyone understands their obligations and that they know how to complain, and who to complain to, if they believe they are experiencing discrimination.

Each Baily Garner employee is held responsible for ensuring that their own behaviour is not discriminatory, either directly/indirectly, associatively or perceptively. In addition, we will not tolerate harassment and victimisation in relation to protected characteristics under the Equality Act 2010 by staff or by any third parties dealing with the practice. Baily Garner will take all reasonable steps to prevent reported harassment/bullying or victimisation from reoccurring and will take action against third parties who fail to comply with their policies or fail to take remedial action where a grievance is reported and verified.

It is the responsibility of the Management Group, Equity and Non Equity Members to programme any actions identified through monitoring statistics or procedures, indicating specific actions, responsibilities, outcomes and timescales.

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RECRUITMENT

We will advertise all vacancies both internally and externally and will take every step to reach the widest possible target audience, including advertising in schools/ colleges, local labour organisations, job centres and employment agencies and an appropriate range of publications. We will ensure that job advertisements concentrate on skills and competencies and avoid any form of discrimination. We will refer to our equal opportunities policy in all advertisements.

At interview stage job applicants will be asked to complete a form requesting details of their gender, ethnicity, age, long term health issues and/or disability. This form is anonymous, will be kept separate from the application form and therefore not used in any selection process before or during the interview. This information will be used to monitor and analyse the diversity of both applicants and employees in relation to the demographics of the industry and catchment areas, with the aim of demonstrating year on- year improvement towards achieving a diverse and representative workforce.

The recruiter will use a job specification and person profile to measure an applicant's suitability against the requirements of the vacant position. We will only use competence-based criteria and we will use selection tests to ensure that they relate to job requirements and do not discriminate.

Training for those involved in recruitment will include awareness of their own and the Practice's legal obligations under current employment law, as well as developing the skills they require to translate our policies into practice.

When we use recruitment agencies we will ensure that they are aware of our policy and request their commitment to it.

To comply with Health & Safety requirements of some technical posts, we will require candidates to confirm, at interview stage, their ability to perform all duties intrinsic to the job description or declare a disability or long term medical condition that will require us to make reasonable adjustments to employ them.

In selecting people for employment, training and promotion we will make reasonable adjustments in the selection process for applicants or employees with disabilities.

TRAINING DEVELOPMENT AND PROMOTION

At Baily Garner, we believe that training and development is a key factor in our success as a business. We provide training for all staff without discrimination.

We actively encourage all our employees to undertake training that will help them perform effectively in their current role and to acquire skills to develop their full potential regardless of their race, colour, nationality, ethnicity, religion/ beliefs, gender, gender reassignment, sexual orientation, age, disability, marital or family status. In particular we will make sure that there are training opportunities for part time workers, job sharers, and any other groups with non-standard contracted hours.

We will monitor the take up rates of training so that we can investigate any imbalances and make sure that any in-house training provision is fair and unbiased and does not disadvantage anyone.

Ability, skill and attributes are the main criteria for promotion; we will not base decisions on length of service.

If a Baily Garner employee develops a disability we will ensure every effort is made to achieve reasonable adjustments to allow them to continue to do their job. If this is not possible we will try to find a suitable, alternative position within the practice and provide relevant training and development activities to support this.

We will provide appropriate training for Partners and staff to ensure they can participate fully in the process.

All documents relating to an individual's performance review are available to that individual and everyone has the opportunity to challenge or comment on any written comments made by the appraiser.

Baily Garner has a separate and comprehensive training and development policy which is open to everyone within the organisation.

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WORK-LIFE BALANCE

We strive to provide all our staff with an element of flexibility and choice in working times, so that they can work the hours best suited to their individual circumstances, which may include a disability or caring responsibilities. We will not make assumptions about their choices.

We will endeavour to give everyone equal access to the full range of working-time arrangements but there may be business or operational reasons why some people will have to work within pre-determined hours or days.

MONITORING

It is the responsibility of the Management Board to ensure that we monitor our practices and measure whether we are treating people fairly.

We will monitor the following areas by sex, race, age and disability:

- The number and proportions of employees in each grade
- Pay levels
- Recruitment - applications and decisions
- Promotion - applications and decisions
- Training and development - applications and decisions

We will investigate any apparent unfairness revealed by the monitoring and establish action plans to address it. We will identify the barriers to equality and examine ways of removing them. We will not, however, establish quotas relating to sex, race, age, disability, religion and sexuality as these could lead to discriminatory practices.

It is the responsibility of the Management Group to implement any actions identified through monitoring statistics or procedures indicating specific actions, responsibilities, outcomes and timescales.

TERMS AND CONDITIONS OF EMPLOYMENT

We do not discriminate either directly or indirectly regarding benefits, facilities and services when we make a job offer and we review our terms of employment and contract documentation regularly.

HARASSMENT AND BULLYING

Everyone is entitled to work in an environment that is free from harassment and bullying.

Although everyone is liable under civil law for their own behaviour, Baily Garner has a duty under various Acts to do all that is reasonably practicable to ensure everyone's health, safety and welfare and this includes protection from bullying and harassment. No unwanted conduct related to a relevant protected characteristic, which violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for an individual, will be tolerated.

Unwelcome behaviour, meant as a joke or deemed to be harmless fun is unacceptable. Such behaviour can have a detrimental impact and it is this impact, rather than the intention behind it, that we must eradicate.

We will fully investigate any allegation of harassment both impartially and in confidence. Complaints will fall under the Grievance Procedure Policy, which is separately documented but available to everyone through the BG NET.

We will take disciplinary action against anyone found to be bullying or harassing another member of the organisation. Once an investigation is complete, we will take any remedial steps necessary to ensure that the circumstances leading to the complaint do not re-occur.

DISCRIMINATION COMPLAINTS

Baily Garner will not tolerate any sort of discrimination of protected characteristics in the workplace, whether this is direct, associative, perceptive or indirect discrimination as defined in the Equality Act 2010.

Anyone in the organisation who feels they are receiving unfair treatment on the basis of race, colour, nationality, ethnicity, religion/beliefs, gender, gender reassignment, sexual orientation, age, disability, marital or family status should lodge a complaint through the Grievance Procedure.

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We will investigate all allegations of discrimination both impartially and in confidence, dealing effectively with any disciplinary measures that arise from the process.

Signed

A handwritten signature in black ink, appearing to read 'Andy Tookey', written in a cursive style.

Andy Tookey
FRICS APMP, Managing Partner

Date: September 2019



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