

Equality, Diversity and Inclusion Policy

Revision (13)

Page 1 of 2



Architects

1. Policy

DJD Group Limited is committed to eliminating discrimination and encouraging diversity and inclusion amongst our employees. We aim to achieve an environment in which employees will be drawn from all sections of our society, where each individual is respected and able to achieve their full potential, making a unique contribution to our success.

DJD Group Limited, in the provision of its services, is also committed against unlawful discrimination of clients, others we work with or the public.

This policy aims to affirm our determination to provide equality, fairness for all in our employment and not to discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation. We strongly oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop to their full potential and the talents and resources of the team will be fully utilised to maximise the efficiency of the organisation. Both the individual and the collaborative success of the team will be celebrated.

This policy aims to affirm our determination to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities.

Our commitment:

- To ensure that all staff, clients and individuals we have links to, are aware of our equality, diversity and inclusion policy, together with the value placed upon it.
- To create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- That every employee, client and stakeholder is entitled to an environment that promotes the dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated (as specified in our Bullying and Harassment Policy), firm action will be taken against anyone who denies another their right to dignity and respect.
- To guarantee that training and development opportunities are available to all staff and that these are tailored to develop and build upon an individual's strengths, whilst providing support in areas that can be improved.
- To introduce monitoring of job applicants, to ensure that we are reaching and attracting as diverse a set of candidates as possible through our recruitment processes.
- To consider all employees possessing the relevant skills for internal career progression opportunities.
- To make reasonable adjustments to help overcome physical and non-physical barriers for both our employees, clients and potential job applicants.
- To give active consideration to all requests for flexible working arrangements, based upon individual circumstances and business needs.

2 St Oswald's Road
Worcester
WR1 1HZ

Tel: 01905 612864

mail@djdgroup.co.uk
www.djdgroup.co.uk/architects/

Equality, Diversity and Inclusion Policy

Revision (13)

Page 2 of 2



Architects

- To make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- To review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Ensure all staff are aware of this Policy.
- To continue to highlight, through the Staff Induction programme, the Company's commitment to equality, diversity and inclusion and that if discrimination occurs, immediate action will be taken.

The Company will meet all statutory obligations under relevant legislation (e.g. Equality Act 2010) and, where appropriate, anticipate future legal requirements.

Equality, diversity and inclusion in the workplace not only allows fairness for all, it also makes good business sense, allowing the most able and talented people to help the business succeed.

2. Review

This policy will be reviewed every year or following changes to the relevant legislation.

Revision	Note	By	Date
-	First issue	PD	-
1	Change to company	KD	-
2	Complete Revision	KD	-
3	Subsidiaries noted	KD	-
4	Change to wiki format. Update subsidiary information	KD	01/12/2014
5	Grounds of discrimination wording amended to exactly replicate the Equality Act 2010	KB	02/12/2015
6	Reviewed - no changes	KB	28/11/2016
7	Reviewed - no changes	KB	04/12/2017
8	Reviewed - no changes	JCM	28/03/2019
9	Reviewed. Format updated.	KD	03/05/2020
10	Reviewed - no changes	JCM	06/04/2021
11	Reviewed - no changes	JCM	04/04/2022
12	Reviewed - link to Equality Act 2010 added	JCM	03/04/2023
13	Reviewed - Reference to DJD Construction Consultants Ltd removed. Updated to Equality, Diversity and Inclusion Policy. General update.	JCM	04/04/2024