



QUADRANT SURVEYING LTD

**EQUAL OPPORTUNITIES
CODE OF PRACTICE
POLICY STATEMENT**

Reviewed by A.Boyce-White – Office Manager

03.07.17

Signed: 

QUADRANT SURVEYING LTD

**EQUAL OPPORTUNITIES CODE OF PRACTICE POLICY
STATEMENT**

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Compiled by Quadrant Surveying Ltd June 2016

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Date:

QUADRANT SURVEYING LTD

EQUAL OPPORTUNITIES CODE OF PRACTICE POLICY STATEMENT

Quadrant Surveying Ltd was formed in May 1997 to provide high quality Quantity Surveying and Project Management services, and wishes to be recognised as an organisation which has a total regard for ensuring that all aspects of its activities comply with Equal Opportunities best practices.

Quadrant Surveying Ltd recognises that some individuals and groups are disadvantaged and fully supports all the relevant Acts and Statutes, including those referring to disabled persons, sex discrimination, race relations and equal pay. The Company will seek to ensure equality of opportunity and treatment for all its employees, and will not tolerate harassment or intimidation of any individual.

No one applying for employment or other contracts from Quadrant Surveying Ltd will be treated less favourably than anyone else because of race, colour, origin, religion, gender, disability, physical appearance, marital status, sexual orientation, age, family units, political beliefs, HIV status, social class, income level, criminal record, trade union activity, responsibility for dependants or place of residence. This list is not intended to be exclusive, but indicative of the organisations intentions and commitment to ensuring equality.

The organisation will continue to collect and monitor appropriate records of all applications for employment or contracts.

1. Purpose

- 1.1 The overall purpose of this Code is to translate the Company's Equal Opportunities Policy and commitment into its works, and employment. In particular, the code sets out steps taken by Quadrant Surveying Ltd to ensure that its employees do not in the course of their employment act unlawfully or contrary to Equal Opportunities Legislation.
- 1.2 The Code seeks to advance the broad objectives of the Company's Equal Opportunities Policy, especially with regard to ensuring that no one applying for services or employment from the company will be treated less favourably than anyone else on the basis of the grounds specified in the Company's Equal Opportunities Policy Statement.
- 1.3 The Code also seeks to further the Company's commitment to taking positive steps to redress discrimination and to provide equality of opportunity in its areas of activity.
- 1.4 The code offers practical guidance on how best the Company's Equal Opportunities Policy can be implemented in order to eliminate discrimination and enhance equality of opportunity both in employment and service delivery. Pursuant to this, the Code articulates the Company's other policies dealing with recruitment and selection, harassment, disciplinary and grievance procedures, etc.
- 1.5 The Code seeks to achieve good management practice, which is applicable to and is the responsibility of all Quadrant employees and Partners. Failure to comply with the Company's Equal Opportunities Policy and the principles of good management practice as set out in this Code, will be regarded as a disciplinary offence.
- 1.6 The choice of words (e.g. "must", "should", "will") in separate sections of this Code does not distract from the severity of any act of non-compliance with this Code.
- 1.7 In order to achieve the objectives of the Company Equal Opportunities Policy it is important for all those concerned – the Board management and employees alike – to co-operate with goodwill in adopting and giving affect to the measures and procedures set out in this Code for securing genuine equality of opportunities in employment and the provision of services.

2. Scope

- 2.1 The company recognises that in our society, individuals and groups have been, and are discriminated against on several grounds. The Company further recognises that this discrimination is both direct and indirect.
- 2.2 The Code however only covers and is applicable to discrimination on the grounds contained in the Company's Equal Opportunities Policy.
- 2.3 It is envisaged that the various forms of action outlined in this code when implemented, will result in a framework that will lead to the elimination of discrimination and the creation of Equal Opportunities for all members of those groups specifically included in the Company's Equal Opportunities Policy Statement.
- 2.4 Our organisation's Equal Opportunities Policy applies equally to the following areas of our work:
 - The provision of Quantity Surveying and Project Management Services.
 - Recruitment, employment and training.

- Contractors to the company.
- Partners and staff.

3. The Nature of Discrimination

3.1 Direct Discrimination

- 3.1.1 This results from treating someone or a group of people less favourably than you treat or would treat anybody else in the same or similar or not materially different circumstances. (For example, refusing to employ someone who has met all the required selection criteria just because he or she is black, deaf, married or homosexual).

3.2 Indirect Discrimination

- 3.2.1 Indirect discrimination consists of applying a requirement or condition which, although applied equally to persons of all groups, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be shown to be justifiable on other than racial, gender or other grounds specified in the Company's Equal Opportunities Policy. (For example, in some circumstances a requirement to be mobile might bar more women than men, and imposing an upper age limit of say 35 years will bar more women than men as it may adversely affect women returning to the labour market).

3.3 Discrimination by Victimisation

- 3.3.1 Unlawful discrimination by victimisation under the Sex Discrimination Act, 1976, occurs when an individual is disciplined or dismissed or given less favourable treatment than others in the same circumstances because it is suspected or known that he or she has brought legal proceedings against an employer or alleged (expressly or otherwise) that discrimination has occurred. Victimisation is not unlawful (under the Sex Discrimination and Race Relations Acts) and would also not be contrary to Quadrant Surveying Ltd Equal Opportunities Policy and this code if the allegation was false and not made in good faith.

3.4 Instructions and Pressure to Discriminate

- 3.4.1 Under the Sex Discrimination Act (1975) and the Race Relations Act (1976), it is unlawful to instruct or put pressure on others to discriminate. An example of an unlawful instruction is:

E.g. An instruction from a manager to junior staff to restrict the numbers of employees from a particular racial group in any particular work;

An example of pressure to discriminate is:

e.g. An attempt by a shop steward or group of workers to induce or persuade an employer not to recruit members of a particular racial or gender group, for example by threatening industrial action.

- 3.4.2 Discrimination also covers actions that are both intentional and unintentional which amount to abuse and / or harassment of an employee.

- 3.4.3 It is important to note that in addition to being against the Company's Equal Opportunities Policy, discrimination on the grounds of race, sex, marriage, disability, and spent criminal conviction is illegal.

- 3.4.4 The Company will not condone any harassment of its employees at work, regardless of whether that act was committed by other employees, Contractors or Agents of the Company. The Company is committed to grievance, disciplinary and other procedures, which will provide proper redress.
- 3.4.5 Harassment includes unreciprocated and unwelcome comments, looks, actions, materials, suggestions, physical contact, or attacks on property as the person, that are found objectionable and / or offensive any may create an intimidating environment.
- 3.4.6 If the perpetrator is not known, the Company will take every reasonably practical steps in trying to find out who was involved in harassing the victim. All possible investigations will be made to allow the Company to take the necessary and appropriate action.
- 3.4.7 Discrimination (as defined above) and harassment, if proven, will be viewed as a disciplinary offence. Serious cases may constitute gross misconduct resulting in immediate suspension followed by summary dismissal by the Company. Gross misconduct is defined as misconduct, which is sufficiently serious to justify dismissal at the first offence.
- 3.4.8 Where an act of discrimination of harassment against an employee of Quadrant Surveying Ltd is committed by someone who is not an employee of Quadrant Surveying Ltd the relevant procedures contained in the Company's harassment Policy and Violence at Work Policy will be adopted in addressing the case.

4. Quadrant Surveying Ltd Responsibilities

- 4.1 The Company acknowledges that the primary responsibility at law rests with each employer to ensure that there is no unlawful discrimination, and fully accepts its responsibility in this regard. The Company however, involves, and will continue to involve, its employees in all measures to eliminate discrimination and promote equality of opportunity.
- 4.2 The purpose of involving employees in the Company's Equal Opportunities initiatives and programme of action is to ensure that employees fully understand and support the Company's Equal Opportunity Policy and that they do not in the course of their employment, act in a manor that is unlawfully discriminatory or contrary to the Company's Equal Opportunities Policy.
- 4.3 The Company will ensure that the Equal Opportunities Policy is known to all job applicants. All advertisements for jobs will contain a statement or clause which portrays the Company's Equal Opportunities stance in accordance with the Company's Recruitment and Selection Procedures. All applicants for jobs must be made on Quadrant Surveying Ltd application form. Because the application form includes the Equal Opportunities questionnaire which contains the Company's Equal Opportunities Policy, the Company takes the view that potential employees will further be informed of the Company's Equal Opportunities stance by this means.
- 4.4 The Company will discuss, and where necessary, agree with trade union representatives the content and implementation of the Equal Opportunities initiatives and or / programme of action.

- 4.5 The Company will provide training and guidance for its employees, in particular, supervisory staff and other relevant decision makers including Board members, to ensure that they understand their responsibilities under the law the Company's Equal Opportunities Policy.
- 4.6 The Company will in line with its Equal Opportunities Policy examine and regularly review existing procedures and criteria and change them where they are found to be actually or potentially discriminatory.
- 4.7 The Company will periodically undertake an analysis of the workforce and will regularly monitor the application of the Equal Opportunities Policy in accordance with the Recruitment and Selection Procedures.
- 4.8 The Company will consider and where appropriate, necessary or reasonable, take action to further its Equal Opportunities Policy and the implementation of specific policy objectives.

5. The Role & Responsibilities of Employees

5.1 Eliminating Discrimination

- 5.1.1 While the main responsibility for eliminating discrimination and providing equal opportunity is that of the employer, individual employees at all levels also have responsibilities. Eliminating discrimination depends on them as much as on management. Generally, employees must not discriminate or knowingly aid, induce, or attempt to induce other employees, management or the Union to do so, or victimise individuals for reasons specified in the relevant paragraph on "Discrimination by Victimisation".

5.2 The Prevention of Discrimination

- 5.2.1 Employees have a responsibility to assist the Company management and other employees in preventing discrimination and promoting equal opportunity. To do this, individual employees should:
 - Co-operate in measures introduced by management designed to ensure equal opportunity and non-discrimination.
 - Draw the attention of management to suspected discriminatory acts or practices.
 - Refrain from harassment or intimidation of other employees on racial, gender, or other grounds specified in the Company's Equal Opportunities Policy.

5.3 Training

- 5.3.1 In addition to the responsibilities set out above, individuals should recognise that an understanding of the Company's Equal Opportunities Policy and the industrial relations procedures, which apply, is essential for good working relationships. Employees should therefore: -
 - Co-operate in training schemes introduced or run by the Company to inform them of industrial relations procedures, and the Company's Equal Opportunities initiatives.
 - Participate in discussions at for example, departmental meetings, to find solutions to conflicts or problems or to discuss ways and means of preventing them occurring.
 - Undergo any training associated with the Company Equal Opportunity Policy.

5.3.2 It is important that potential employees are aware of the training component of the Company's Equal Opportunity programme. All person specifications should contain the following statement "Candidates will have a commitment to Quadrant Surveying Ltd Equal Opportunities Policy and be prepared to undergo any training associated with it". All short listed candidates must be 'tested' for commitment to the Company Equal Opportunities Policy when they are being interviewed.

6. Employment Practices

6.1 The Recruitment and Selection Procedures set out the Company's procedures for recruiting staff and for collecting information and preparing monitoring reports.

7. Terms and Conditions of Employment

7.1 General

7.1.1 The Staff Handbook and the Recruitment Procedures set out the basic terms of employee's contracts with Quadrant Surveying Ltd. These terms and conditions are applicable to all Quadrant Surveying Ltd employees, but the provisions may be varied if there is a justifiable reason to do so, as may for example be the case in regard to a 'special post' involving a specified short-term contractual engagement or a post involving the provision of cover for an employee on leave.

Such variations must first be agreed by the Partners.

7.2 It will be a Condition of Service that employees adhere to the Company Equal Opportunities Policy, and failure to do so shall be cause for disciplinary measures to be taken.

NB Quadrant Surveying Ltd Conditions of Service do not in themselves discriminate against disadvantaged groups. Their implementation and the resultant working arrangements must be applied fairly to all employees.

7.2 Special Needs

7.2.1 Quadrant Surveying Ltd will endeavour to make arrangements to provide greater opportunities for people who need or wish to combine employment with domestic or other responsibilities. All employees will be informed of their rights to access these provisions, in an appropriate manner at department level.

7.2.2 Employment practices will be reasonably adapted to meet the demands of childcare and the care of other dependants.

7.2.3 It is a breach of the Company's Equal Opportunities Policy and it is also in some circumstances unlawful not to select an applicant for a job, or for training or other engagement, on the grounds of their employment status in conjunction with their capacity to be eligible for the Company's Special Needs Schemes.

7.3 Leave

7.3.1 Leave entitlements – for example, maternity leave, paternity leave, dependency leave, sick leave, annual leave, study leave and special leave – are set out in the Staff Handbook.

7.4 Job Sharing

7.4.1 The Staff Handbook specifies the arrangements made by the Company to ensure that employees and job applicants may apply for job – share arrangements to fit their domestic or personal circumstances. Consideration of the needs of the service will be balanced against requests to job share.

7.5 Flexible Working Hours

7.5.1 Responsibility for implementing the Company's flexible working hours scheme lies with line management. All employees shall be able to work flexible hours unless there is a good and justifiable reason why a particular job should be exempt.

7.6 Cultural And Religious Needs

7.6.1 Where employees have particular cultural or religious needs which may conflict with existing work requirements, the Company will consider whether it is reasonably practical to vary or adapt these requirements to enable such needs to be met. The mode of dress and presentation of all employees shall be restricted only on reasonable justifiable grounds, for example, on the ground of Health and Safety. Examples of cultural and religious needs include:

- Wearing traditional dress such as saris and the trousers worn by Muslim women.
- Wearing beards and turbans and other articles of faith by Sikhs or skullcaps by Jews.
- Observance of prayer times and religious holidays.

8. Translation & Interpretation

8.1 The Company will consider providing interpretation and translation facilities in the communication of its policies and procedures or other activity in conjunction with its work, as well as using alternative or additional methods of communication where employees or potential employees or anyone with whom the Company is dealing with, find it difficult to understand the requirements. Examples of such facilities include:

- Use of sign language interpreters at job interviews.
- Information in tape / braille / large print.
- Translation of policies into languages other than English language recognising the ethnic make up of the communities in which the Company operates.
- Availability of Aids for the Hard of Hearing at Offices.

9. Disability

9.1 In furtherance of the facilities that will benefit people with disabilities and the able bodied, the Company shall consider the undertaking of measures associated with the disabilities component of the Equal Opportunities Policy.

9.2 The Company will wherever possible adapt buildings by installing ramps, widening doors etc, to enable disabled people to move around freely.

9.3 The Company will wherever possible and practicable provide retraining and re-deployment for employees who become disabled after commencing employment with Quadrant Surveying Ltd.

9.4 The Company will examine ways of providing support during an induction and probationary period for employees with disabilities; giving them extra time to adjust to changes in working practices and providing a supportive co-worker, where necessary and possible, for a settling-in period.

9.5 The Company will examine a way of targeting specific jobs for people with disabilities.

10. Declaration of Convictions

10.1 Quadrant Surveying Ltd recognises that under the provisions of the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975, applicants for employment, can be required to disclose spent convictions if the job brings them into contact with people who receive the Company's service.

10.2 The need for disclosure, as a requirement for employment shall be notified at the point of application.

10.3 Employees in posts which are subject to the provisions of paragraphs 5.1 who are convicted of an offence whilst in employment are required to declare such convictions to their departmental manager, who shall consider the implications for employment and take appropriate action.

10.4 Failure to disclose either a spent conviction or any related circumstances, when required, shall be a proper ground for rejection from consideration for employment or dismissal from employment.

10.5 A person who having disclosed a spent conviction if offered employment shall thereafter be provided with equality of opportunities, except at a time of change in employment if such future employment is in the exempted category, then the spent conviction shall be reconsidered with regard to that application, along with any subsequent convictions.

10.6 Other than in the circumstances specified above, applicants shall not be required to disclose spent convictions or any relating circumstances and shall be provided with equal opportunities.

11. Appraisals and Employee Development

11.1 General

11.1.1 Quadrant Surveying Ltd is committed to the development of its employees, and all employees shall be encouraged to take advantage of opportunities for promotion and for training and development. Vacancies shall be open to all Quadrant Surveying Ltd employees and selection will be in accordance with the Company's Recruitment and Selection Procedures.

11.2 Appraisal

11.2.1 The Staff Handbook sets out the Company's procedures for appraising employee's performance. Whilst the procedures are not in themselves discriminatory, the manager carrying out the appraisal must ensure that the appraisal is fair and based only on objective performance indicators.

12. Training

- 12.1 To assist the implementation of the Company's Equal Opportunities Policy, Quadrant Surveying Ltd will develop an Equal Opportunities training programme within its in-house training scheme. This training will ensure that all employees are aware of the Company's Equal Opportunities Policy and have adequate guidance in carrying it out. Priority for such training will be given to staff involved in recruitment and selection, supervisory and managerial staff and those in direct contact with the public.
- 12.2 In accordance with statutory "Positive Action" provisions. Quadrant Surveying Ltd will provide additional special training opportunities for groups under – represented in particular areas of work.
- 12.3 The Company will, where appropriate, provide training opportunities for groups who could be potential employees, but who lack relevant skills and experience, in order to assist them to complete for job opportunities in those areas of work where they have previously been absent or under represented, by participating in or organising relevant training schemes.
- 12.4 The Company will take those steps necessary to inform all staff of existing training opportunities which enable them to develop their careers fully within the Company. The Company's Training Policy and the procedures regarding approval for "Qualification Courses" as set out in the Staff Handbook will be administered consistently and fairly.
- 12.5 Regular analysis of training undertaken will be made and a report on the implementation of the training aspects of the Company's Equal Opportunities Code will be prepared regularly by the Partners.
13. Grievances and Disciplinary Procedure
- 13.1 Grievance and disciplinary matters will be dealt with using the existing industrial relations machinery. It is contrary to the Company's Equal Opportunity Policy and in some cases, it is also unlawful to discriminate against individuals of groups in the operation of grievance of disciplinary procedures.
- 13.2 The intention of this policy is to prevent discrimination and to actively promote equal opportunity and whilst employees are advised to use the internal procedures, nothing prevents an individual from pursuing his or her rights through Quadrant Surveying Ltd processes or at an industrial tribunal.
- 13.3 In accordance with this Code of Practice particular care should be taken to ensure that an employee or trainee who has taken action in good faith under the Sex Discrimination Act or the Race Relations Act is not discriminated against or victimised.
- 13.4 Allegations regarding discrimination in connection with grievance and disciplinary matters will be fully and properly investigated. Where it is found that such allegations have substance, disciplinary action may be taken against the individual accused of discriminatory practice or action.
- 13.5 Quadrant Surveying Ltd will not ignore or treat lightly, grievances from a member of a particular group, for example, women or members of particular racial groups or people with disabilities, on the assumption that they are over sensitive about discrimination or harassment.
- 13.6 In applying disciplinary procedures, consideration shall be given to the following: -
- Racial or sexual abuse or other racial, sexual or other form of provocation.
 - Communication and comprehension difficulties.

- Differences in cultural background or behaviour.
- Repeated forms of harassment or discrimination.
- Gravity of harassment or discriminatory practice or action.

13.7 The Partners will be informed at an early stage of all grievance and disciplinary cases involving equal opportunities. Respective line management has a responsibility for communicating this information.

N.B. The Commission for Racial Equality has published a pamphlet entitled "Racial Discrimination and (CRE) Grievance Procedures – A Practical Guide for Employers". Although the guide specifically addresses racial discrimination, it nevertheless offers a useful insight into how to manage and administer grievance procedures within a wider Equal Opportunities context. Copies are contained within the Staff Handbook.

14. Dismissals, Redundancies and Redevelopment

14.1 The Staff Handbook sets out the Company procedures regarding dismissals, redundancies, redeployment or alternative employment. In operating these procedures which in themselves are not discriminating, due regard should be given to the following: -

- A member of one sex, or a particular ethnic group, will not be dismissed for performance or behaviour which may be overlooked or condoned in the other sex, or another ethnic group.
- Staff members will not be dismissed for having taken action in line with statutory Equal Opportunities provisions, or this code.
- Conditions of access to redundancy and redevelopment schemes will be made available on equal terms to all employees in the same or not materially different circumstances.
- It is unlawful to dismiss or make redundant a person who is registered disabled without reasonable cause if this would result in failure to meet the requirements of the Disabled Persons (Employment) Act through the quota system.
- Selection criteria and arrangements regarding redevelopment, redundancies and dismissals will be examined to ensure that they are not discriminatory.

15. Organisational Arrangements

15.1 Responsibility

15.1.1 The Partners have overall responsibility for ensuring compliance with this Code and for putting the Company's Equal Opportunities Policy into action.

15.1.2 It is however, the responsibility of each manager and all other supervisory staff to actively promote equality of opportunity and eliminate both unlawful and undesirable discrimination within their own sphere of responsibility. Management must ensure the full implementation of this Code by introducing specific initiatives in the areas under their control. In addition, each employee has a duty, both morally and legally, not to discriminate against individuals or groups contrary to the Company's Equal Opportunities Policy. As set out in its Policies, Quadrant surveying Ltd will not tolerate or condone discrimination by any of its employees.

15.2 Monitoring

15.2.1 Quadrant Surveying Ltd is committed to an efficient and confidential monitoring system to ensure effective implementation of the policy. This system will collect relevant data and allow

assessment to be made on the progress of developing a truly effective Equal Opportunity Policy.

15.3 Resources

15.3.1 The commitment by Quadrant Surveying Ltd to the success of our Equal Opportunities Policy is unqualified, and we will give priority to making the necessary and appropriate resources available within the constraints of the budget in order to achieve the full and effective implementation of the policy.

15.4 Review

15.4.1 The Company intends that the Code should be kept under periodic review. The Code shall be updated and changed in response to changes in the law, practice or circumstances. Responsibility for undertaking this review lies with the Partners.

15.5 Further Information and Advice.

15.5.1 Further information and advice on any aspects of the Company's Equal Opportunities Policy can be obtained from the Directors.

