



Construction  
& Property  
Consultants

**SUMMERS-INMAN**  
**EQUALITY AND DIVERSITY POLICY**



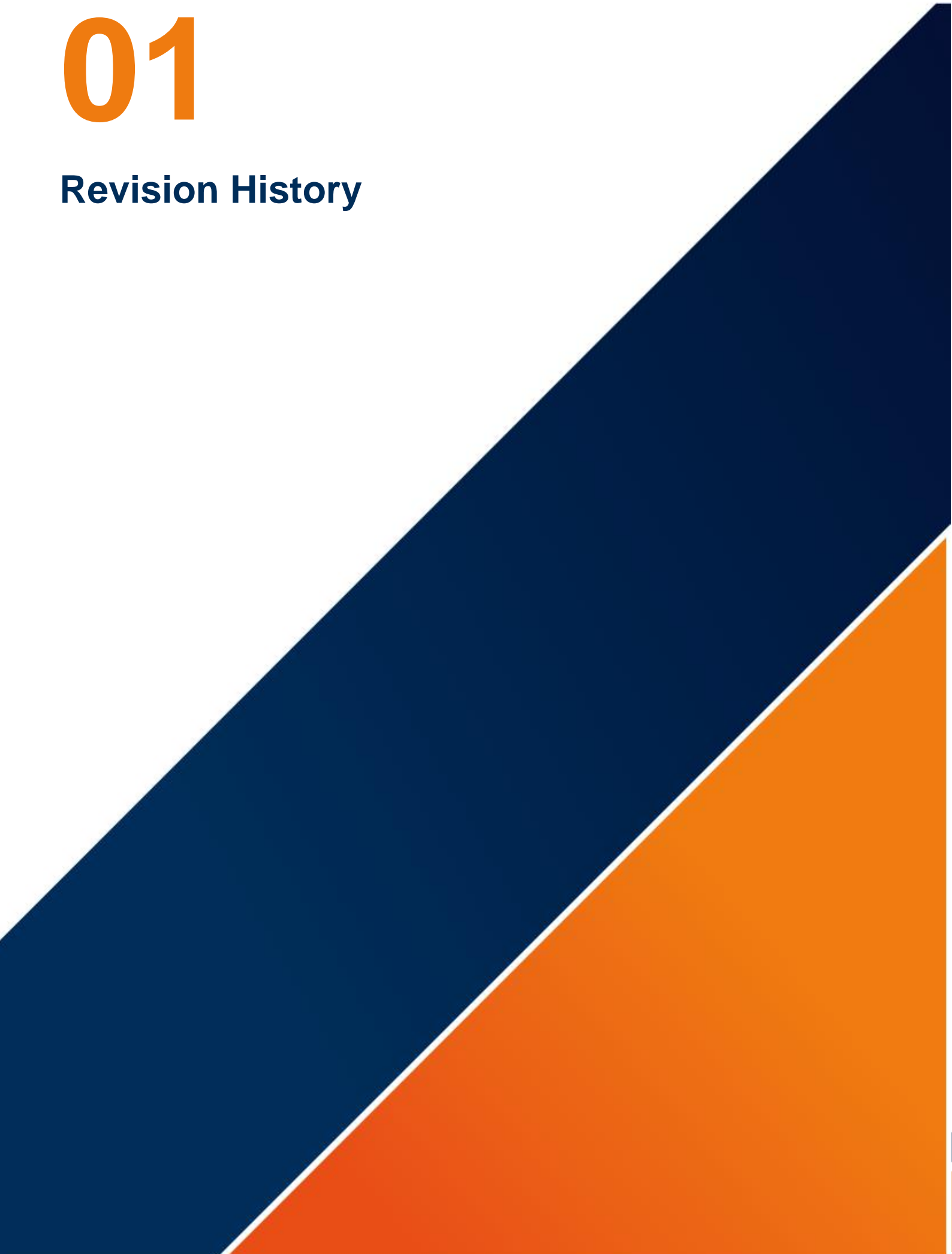
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# 01

## Revision History



## .1. Revision History

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Revision	Date	Originator	Description
A	4 <sup>th</sup> February 2017	David Cronje	Reviewed by Group Managing Director
B	7 <sup>th</sup> January 2019	David Cronje	Reviewed by Group Managing Director
C	24 <sup>th</sup> June 2021	David Cronje	Reviewed by Directors

### Review Date

Date	Originator	Description
4 <sup>th</sup> Nov 2015	David Cronje	Updated to capture new document format.
4 <sup>th</sup> February 2018	David Cronje	Updated for logos and office addresses
7 <sup>th</sup> January 2020	David Cronje	Updated to capture new document format.
1 <sup>st</sup> May 2020	David Cronje	Update to MD

Next Review Date – June 2022

# 02

## Introduction



## 2. Introduction

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Summers-Inman recognise that the promotion of equal access to employment opportunities is of benefit to both the Practice, by ensuring contact with the widest employment market, and to employees and job applicants by allowing fair competition for employment opportunities on basis of merit.

It is important that good employment practices are operated based on the merits, abilities and potential of individuals and are free from any arbitrary or irrelevant grounds that cannot be justified by job needs or constraints.

This policy sets out the framework for the provision of equal employment opportunities and the elimination of unlawful, unfair and inappropriate discrimination in the employment field. It will be supported by other associated policies and procedures dealing in detail with aspects of the Practice's employment practices.

# 03

## Equality and Diversity Policy Statement

### 3. Equality and Diversity Policy Statement

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The Practice is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status.

This policy acknowledges the validity of existing anti-discrimination legislation and codes of practice applying in the employment field and will apply to all Summers-Inman employees and prospective employees.

The main aims of the policy are:

- (a) To promote equality of employment opportunities.
- (b) To eliminate discrimination in employment.
- (c) To provide positive action measures where appropriate and not prohibited by legislation, and to apply relevant supportive employment procedures and practices and develop appropriate training programmes.

To achieve these aims, the Practice is committed to an ongoing programme of action and will make available resources to ensure the full and effective implementation of this policy.



# 04

## Organisation



## 4. Organisation

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### Employer

It is recognised that responsibility for providing equal employment opportunities rests primarily with the employer.

The Practice makes the following commitments to ensure the effectiveness of the policy:

- (a) To ensure that the policy is made known to all employees and job applicants,
- (b) To provide training and guidance for employees, as appropriate, to ensure that they understand and are able to discharge their responsibilities in law and under the policy,
- (c) To examine and regularly review employment procedures and practices with a view to promoting equality of opportunity and eliminating discrimination.
- (d) To monitor regularly policy effectiveness and to identify possible areas for action and,
- (e) To ensure that employee actions, in the provision of service, be carried out in a non-discriminatory manner in terms of this policy.

### Partners and Directors

The overall responsibility for ensuring the full implementation and monitoring of equal Opportunities policy will rest (through the Human Resources) with the Directors.

### Human Resources

Human Resources will have responsibility for:

- (a) Co-ordinating the monitoring of the policy,
- (b) Reviewing and developing employment procedures and practices.
- (c) Reviewing and developing training courses and programmes and
- (d) Providing guidance and information to Managers.

## Employees

It is recognised that individual employees at all levels have responsibilities in law and in terms of the Practice's policy for assisting in the prevention of discrimination.

In particular, individual employees:

- (a) Are required to co-operate with measures introduced by the Practice to promote equal employment opportunities and eliminate discrimination,
- (b) Must not themselves discriminate against other employees of the Practice or job applicants,
- (c) Must not induce or attempt to induce other employees or management to practise discrimination,
- (d) Are required to draw to the attention of management any suspected discriminatory acts or practices,
- (e) Must not victimise any individuals who have made complaints or who have provided information about discrimination.
- (f) Must not harass, abuse or intimidate other employees on any grounds or otherwise act in a discriminatory manner, and
- (g) Must ensure that no actions are undertaken in their dealings with members of the public could be held to be discriminatory in terms of this policy.

Discriminatory acts or omissions committed by employees of the Practice will be viewed seriously and will normally result in disciplinary action being taken that may include dismissal.

# 05

## Employment Procedures and Practices

## 5. Employment Procedures and Practices

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### Employer

The Practice will pursue employment practices designed to promote equal employment opportunities and eliminate discrimination and regularly review their effectiveness.

In particular, the following areas will be reviewed and procedures and guidelines developed to ensure that they comply with the principles of the Practice's policy:

### Recruitment and Selection

Recruitment and selection procedures and guidelines will include:

- (a) Sources of recruitment
- (b) Content of application forms
- (c) Selection criteria
- (d) Shortlisting
- (e) Interviewing
- (f) Promotion
- (g) Transfer

Open recruitment methods shall be used including job centres, recruitment agencies, press advertisements and the like to create equal employment opportunities for potential candidates.

### Training and Development

Training and development procedures and guidelines will include:

- (a) Training facilities
- (b) Training information publicity
- (c) Training needs identification
- (d) Selection criteria
- (e) Training provision

### Grievance, Disputes and Discipline

These procedures and guidelines will include:

- (a) Grievance
- (b) Disputes

- (c) Discipline
- (d) Discrimination
- (e) Victimisation
- (f) Harassment

## **Terms and Conditions of Employment**

Procedures and guidelines in this category will include:

- (a) Arrangement of hours of work
- (b) Pay grades and structures
- (c) Redeployment and transfer arrangements
- (d) Arrangements to meet special needs
- (e) Termination of employment
- (f) Retirement and voluntary severance

# 06

## **Policies on Equal and Diversity Issues**



## 6. Policies on Equal and Diversity Issues

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### Monitoring

The Practice will monitor the progress of the equal employment opportunities policy in practice.

### Equal Opportunities Audit

This will involve the collection of relevant information and statistics on the composition of the staff and job applicants including the undertaking of an equal opportunities audit of the staff.

### Self-Classification

It is intended that the composition of the staff and job applicants will be monitored primarily by means of information obtained from employees and job applicants through voluntary self- classification in the following areas:

- (a) Sex
- (b) Marital status
- (c) Disability
- (d) Ethnic origin
- (e) Age

### Confidentiality

Any information collected through employees and job applicants will be used solely for monitoring purposes. Arrangements will be made to protect the confidentiality of such information during its collection and retention.

### Positive Action Programmes

The information obtained through the monitoring process will assist in the identification of the staff profile and will provide a database for the initiation of positive action programmes that can work towards achieving equality objectives.



## Elimination of Discrimination

The policy intends that the elimination of discrimination in the employment field be related to discriminatory actions or omissions that are either unlawful, unfair or inappropriate.

## Individual Rights

The Practice's policy does not detract from an individual's rights. This policy does not prevent any individual from pursuing their contractual rights through internal or external appeals procedures or from pursuing their statutory rights through any body that deals with the enforcement of the particular legislation.

It should be noted that the Practice's equal employment opportunities policy extends to groups that are not specifically covered by anti-discrimination legislation.



Signed: \_\_\_\_\_

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