



Construction
& Property
Consultants

SUMMERS-INMAN
EQUALITY, DIVERSITY AND
INCLUSION POLICY



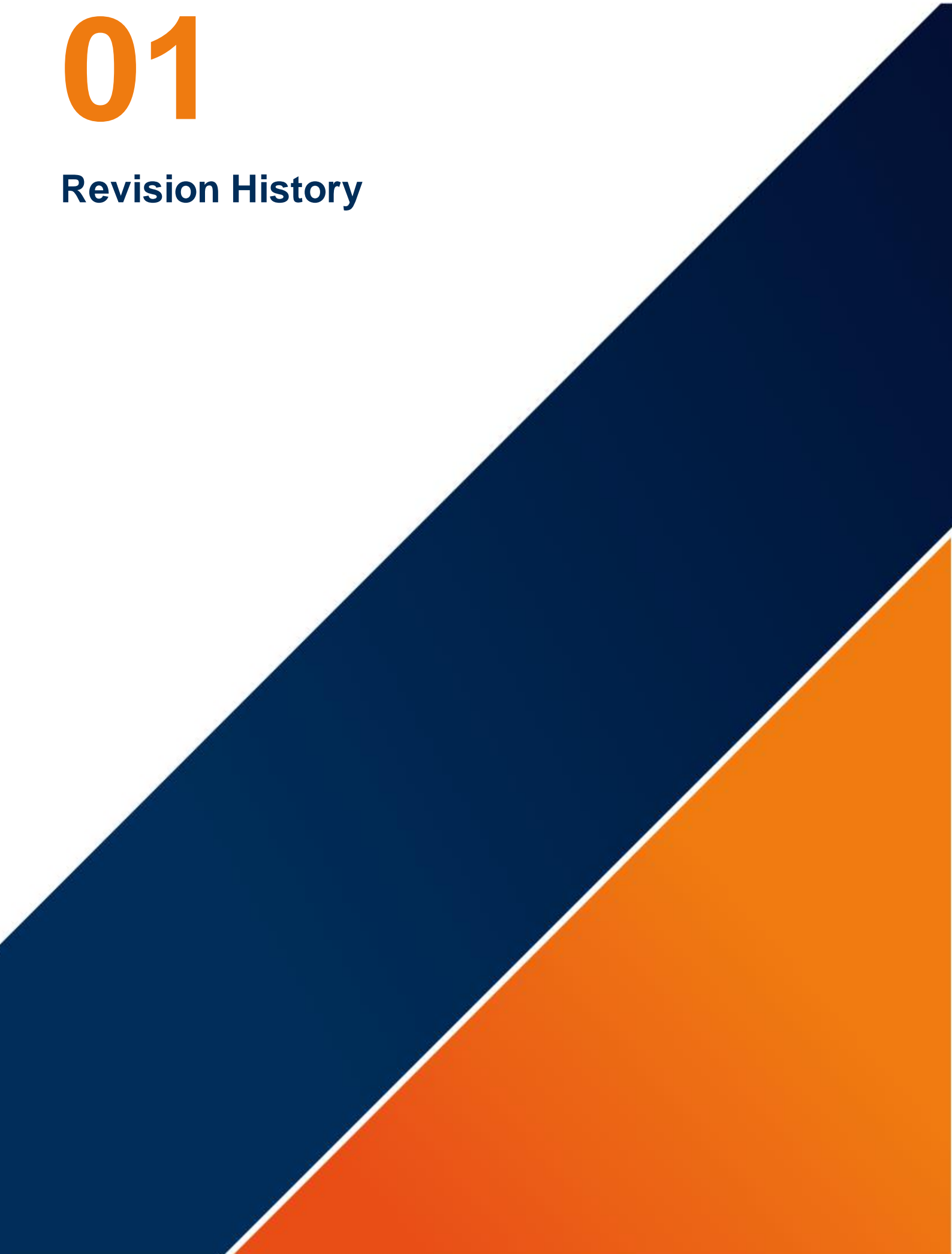
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Revision History



1. Revision History

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Revision	Date	Originator	Description
A	4 th February 2017	David Cronje	Reviewed by Group Managing Director
B	7 th January 2019	David Cronje	Reviewed by Group Managing Director
C	24 th June 2021	David Cronje	Reviewed by Directors
D	4 th September 2023	David Cronje	Updated to capture new Ex-offenders policy

Review Date

Date	Originator	Description
4 th Nov 2015	David Cronje	Updated to capture new document format.
4 th February 2018	David Cronje	Updated for logos and office addresses
7 th January 2020	David Cronje	Updated to capture new document format.
1 st May 2020	David Cronje	Update to MD
30 th June 2022	David Cronje	Reviewed by Directors
23 rd June 2023	David Cronje	Reviewed by Directors

Next Review Date – June 2024

02

Introduction



2. Introduction

The Practice 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 the 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, Diversity and Inclusion Policy Statement

The Practice encourages equality, diversity and inclusion 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 Practice staff 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.

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Organisation



4. Organisation

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 this policy will rest (through 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 Directors.

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 practice 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 that 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

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

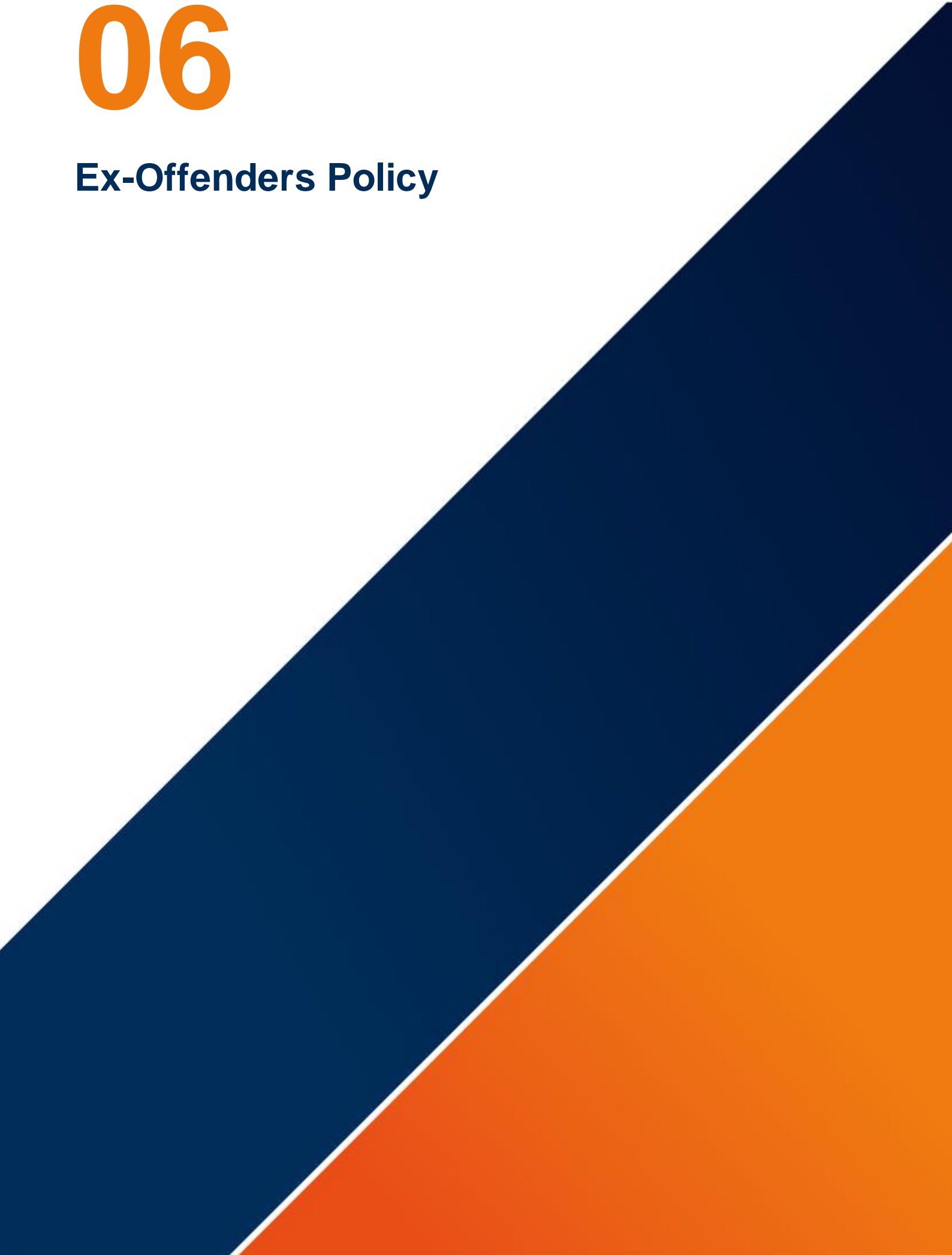
Terms and Conditions of Employment

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

Ex-Offenders Policy



6. Ex-Offenders Policy

The Practice complies with the code of practice when assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS) and undertakes to treat all applicants for positions fairly.

The Practice undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Practice can only ask an individual to provide details of convictions and cautions that the Practice are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and where appropriate Police Act Regulations as amended).

The Practice can only ask an individual about convictions and cautions that are not protected.

The Practice is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders, will be made available to all DBS applicants at the start of the process.

The Practice actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The Practice select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The Practice ensures that all those in the Practice who are involved in the recruitment process have been suitably trained and assess the relevance and circumstances of offences.

The Practice also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, The Practice ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Practice makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

The Practice undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

07

Policies on Equality and Diversity Issues

7. Policies on Equality and Diversity Issues

Monitoring

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

Equality, Diversity and Inclusion 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 equality, diversity and inclusion 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 anybody that deals with the enforcement of the particular legislation.

It should be noted that the Practice's equality, diversity and inclusion policy extends to groups that are not specifically covered by anti-discrimination legislation.



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