



It is JDDK's policy and practice, in accordance with the statutory obligations under the Equality Act 2010 not to treat any one or group of people less favourably than others because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief or sexual orientation with regard to decisions related to recruitment, selection, training, promotions, discipline and dismissal and to take all necessary measures to ensure that discrimination is avoided in the services we provide or in our role as employers.

We observe as far as possible the Commission for Racial Equality's Code of Practice in Employment 2006. Open recruitment methods are employed when the Practice is recruiting staff e.g. through the use of advertisements in the regional and architectural press or via the Practice web site.

It is also the company's policy to comply with the Sex Discrimination Act 1975, the Equal Pay Act 1970, the National Minimum Wage Act 1998, the Employment Equality Regulations 2003 on Religion or Belief and Sexual Orientation, the Employment Equality Regulations 2006 on Age and the Code of Practice for the Elimination of Discrimination in the Field of Employment Against Disabled People or Persons who have had a Disability.

Nicky Watson, Director responsible for personnel issues, is available on a day to day basis for staff to approach within a confidential setting should they have any concerns over their treatment by either the management or other staff. Victimisation, discrimination or harassment on racial grounds are disciplinary offences within the Practice.

Nicky Watson Director, is responsible for the policy and its effective operation as well as appropriate training for managerial staff. Mura undertakes regular monitoring of the numbers of employees from different ethnic groups and if this indicates under-representation of particular ethnic groups, will take actions to check that the rest of the Practice's policy is being used effectively within the firm and to make changes if necessary.

Our Equal Opportunities Policy Statement is available on the Practice website at <http://www.jddk.co.uk/about/careers/> displayed on the office notice board and issued to all employees at commencement of their employment.

Reviewed January 2020