



Our commitment:

JDDK Architects (JDDK) are committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect.

As part of our zero-tolerance approach to discrimination in any form, you and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("Protected Characteristics").

We are also committed to providing equitable treatment to all those we deal with as an organisation, including customers and suppliers.

About this policy:

This policy sets out our approach to diversity, equity and inclusion. Our aim is to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace.

It applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment, as well as how we provide our services to members of the public.

This policy applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

Equality, diversity and inclusion training:

JDDK Directors and staff will be given appropriate training on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion.

Discrimination:

You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading,



humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Recruitment and selection:

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity.

Shortlisting and interviewing should be done by more than one person where possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the JDDK Directors or UK Visas and Immigration.

Health matters and/or disabilities that effect your work:

In order for JDDK to enable any adjustments to the workplace that are recommended in accordance with the Equality Act 2010, we will ask you to complete a confidential medical questionnaire. This should be completed after an offer of a position at JDDK has been made and at regular intervals (typically annually) whilst you are employed at JDDK. If you develop a health condition that effects your ability to perform the tasks required of you in your post at JDDK between the annual reviews, you should inform the JDDK Directors as soon as possible so that we can consider what reasonable adjustments or support may be appropriate.



All information that you provide will be confidential to the JDDK Directors and handled in the strictest confidence in accordance with our Privacy Policy. The information you provide will not be given to anyone else without your permission. Any personal or sensitive information will not be disclosed to third parties without your express consent unless it is deemed in the public interest.

Should an employee/applicant refuse to disclose information relating to any issue of potential disability under the provisions of the Equality Act 2010, JDDK Architects will not be held liable for a failure to make reasonable adjustments or undertake relevant assessments. Should you fail to disclose information which could adversely affect the health and safety of either yourself or another you may be subject to disciplinary action.

Part-time and fixed-term work:

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Breaches of this policy:

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination and victimisation may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, you can raise the matter using the procedure set out in this policy, through our Grievance Procedure, and through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination, or have witnessed it happening to someone else in the workplace, you should raise this through our Grievance Procedure..

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under our Disciplinary Procedure.

Equality, diversity and inclusion monitoring:

As part of JDDK Architects' policies and activities around equity, diversity and inclusion it is important that we collect information about each of us in JDDK Architects. This allows us to review whether we are meeting our aims and commitments, and if we are not then we can ask ourselves "why?" and do something to put that right.

The organisation needs your help and co-operation to enable it to do this, so we will be asking you to complete a monitoring form – however filling in this form is voluntary. The information provided will be kept confidential and will only be used for equality monitoring purposes.



Accessibility and Disability Discrimination Act 1995:

JDDK Architects (JDDK) are committed to providing access for all people to the services and employment that they provide. The services should be accessed with dignity, ease and without discrimination.

JDDK follow the guidance set out in the Disability Rights Commission's "Code of Practice: Employment and Occupation" and have had an Access Audit and Access Plan undertaken on our business premises and activities, which is reviewed and updated on a regular basis.

JDDK have two obligations under the Disability Discrimination Act 1995 (DDA):

- To provide non-discriminatory access for EMPLOYEES so they can do their job. This is only triggered by an employee having a particular need or temporary disability. Adaptations and/or auxiliary aids are provided for their needs at that time.
- To provide the PUBLIC non-discriminatory access to our services

JDDK provide architect's services to the public. Members of the public who have access to our services are for example clients, consultants and contractors. In order to access their services JDDK would expect the public to either come to their office building "Millmount" or meet at an alternative venue or utilise on-line communication and meeting platforms.

At "Millmount" JDDK would expect the public to access the reception area, one of the two ground floor meeting rooms and a ground floor WC. JDDK would not expect the public to access any other space within "Millmount" in order to access their services. All visitors in this category visit "Millmount" by prior appointment only.

Access to the ground floor of "Millmount" for someone with mobility issues is limited and due to the nature of the building and topography this is too disruptive and costly to rectify. All visitors are to be consulted prior to a visit to assess their ability to access our facilities. The front door cannot be accessed by someone in a wheelchair. The rear door has limited access with assistance. The ground floor WC is limited in its accessibility.

If a member of the public accessing JDDK's services is unable to access these spaces at "Millmount" then alternative arrangements will be made so that the services can still be accessed. This will be either a face-to-face meeting at an alternative, accessible and convenient venue or the services will be delivered via on-line communication and meeting platforms such as Zoom or Microsoft Teams.

All JDDK 's drawings and text documents are issued electronically as PDF's and can be printed to a larger scale on request. In specific situations, JDDK can arrange for Braille, Moon or large print, audio recordings, colour coding and clear labelling of plans and documents, a BSL interpreter can be provided for key meetings, mobile phones and email can be used for written communication with an aural impairment.

A handwritten signature in black ink, appearing to read 'Nicola Watson'.

Nicola Watson, Director
January 2026