



**BAILY  
GARNER**

# **EQUITY, DIVERSITY AND INCLUSIVITY POLICY**

October 2023



# EQUITY, DIVERSITY AND INCLUSIVITY POLICY

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## We've renamed our policy to include the word equity, instead of focusing on equality alone.

As an organisation that promotes equal opportunities, Baily Garner is committed to providing services and following practices which are free from unfair or unlawful discrimination.

We believe that equity promotes fairness by treating people differently dependent on their needs, where as equality promotes fairness by treating everyone the same. By putting equity at the forefront, we're recognising how important it is to offer varying levels of support, depending on the need, to achieve greater fairness of outcomes.

The purpose of this policy is to make sure that future applicants and existing colleagues do not receive less favourable treatment under the nine protected characteristics in the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex or sexual orientation.

It is also in place to make sure that no one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

Finally, it also seeks to make sure that no person is victimised or subjected to any form of bullying or harassment.

We promote a positive, inclusive working environment where there is respect for, and appreciation of the diversity of everyone in the practice and the wider community.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.

It is our peoples' contribution that is important and not how they came to be or what and who they are. We want to maximise the contribution everyone can make to the business and focus on accepting everyone for their individual value regardless of their choice of lifestyle, geographic origin, length of time with the organisation, management or nonmanagement status.

All employees and partners are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to make sure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The Management Group has responsibility for implementing and monitoring the Equity, Diversity and Inclusivity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equity of opportunity and eliminating unfair or unlawful discrimination.

All employees, partners, workers, or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the practice.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our practice as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the practice.

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## OUR COMMITMENT AS AN EMPLOYER

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We will:

- Provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class
- Make sure our services meet the diverse needs of our service users and clients
- Have full support of this policy from senior management and employee representatives
- Select those for employment, promotion, training, or any other benefit purely based on aptitude and ability
- Monitor and review this policy annually
- Have clear procedures in place that allow our clients, candidates, and employees to raise grievances or complaints if they feel they have been unfairly treated
- Treat breaches of our equity and diversity policy as misconduct (which could lead to disciplinary proceedings)
- Encourage all colleagues to come forward with any issues they need assistance and understanding with, no matter their background, identity or circumstances.

## EQUAL OPPORTUNITY POLICY STATEMENT

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### AGE

We will:

- Make sure that people of all ages are treated with respect and dignity
- Make sure that people of working age are given equal access to our employment, training, development and promotion opportunities
- Challenge discriminatory assumptions about younger and older people.

### DISABILITY

We will:

- Provide any reasonable adjustments to give disabled people access to our services and employment opportunities
- Challenge discriminatory assumptions about disabled people
- Continue to improve access to information
- Make every effort to achieve reasonable adjustments to allow existing employees to continue to do their job, should they develop a disability. If this is not possible, we will try to find a suitable, alternative position and provide relevant training and development activities to support this.

### RACE

We will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racists incidents
- Actively promote race equality in the practice.

### SEX

We will:

- Challenge discriminatory assumptions about women and men.
- Take positive action to redress the negative effects of discrimination against men and women
- Offer equal access for men and women to representation, services, employment, training and pay, and encourage other organisations to do the same.

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## GENDER REASSIGNMENT

We will:

- Provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment
- Prohibit and respond to all instances of discrimination, both from colleagues and externally.

## SEXUAL ORIENTATION

We will:

- Make sure we consider the needs of the LGBTQ community
- Promote positive images of the LGBTQ community
- Challenge discriminatory assumptions about sexual orientation.

## RELIGION OR BELIEF

We will:

- Make sure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others
- Challenge discriminatory assumptions about religion.

## PREGNANCY AND MATERNITY

We will:

- Make sure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- Challenge discriminatory assumptions about the pregnancy or maternity of our employees

- Make sure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

## MARRIAGE AND CIVIL PARTNERSHIP

We will:

- Make sure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees
- Make sure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

## EX-OFFENDERS

We will:

Prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

## EQUAL PAY

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We will make sure that all employees, whether male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work, or work of equal value.

## UNCONSCIOUS BIAS

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The practice recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it.

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There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.

As a society unconscious bias exists, as a practice we will provide awareness training to all our staff and partners to challenge and address all forms of unconscious bias in all decisions taken for employment, including recruitment, promotion, and training opportunities, with a focus on promoting diversity and inclusion.

## INCLUSIVITY

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At Baily Garner we pride ourselves on providing an inclusive environment, where peoples' differences are valued and used to enable everyone to thrive at work. We make sure we have fair policies and practices in place which allows a diverse range of people to work together effectively.

We strive to create a work environment and culture that empowers everyone to participate, thrive and achieve their potential.

We will work to:

- Provide an open environment around mental health and wellbeing
- Encourage individual beliefs and religious practices
- Support our local communities through our Corporate Social Responsibility (CSR) scheme
- Provide learning, development and support to all and additional support to those that have specific needs and requirements
- Provide training to all employees on unconscious bias and equity, diversity and inclusion
- Make reasonable adjustments where required and within our scope
- Provide flexibility in working hours with our core hours working scheme
- Provide flexibility on place of work with our [Remote Working policy](#)

- Use ability, skill, and attributes as the main criteria for promotion – not length of service.
- Recruitment
  - o Omit all personal questions from job interviews
  - o Maintain a diverse panel to make decisions
  - o Refer to specific job criteria when making recruitment decisions
  - o Discount any favourable personal relationships with colleagues
  - o Make decisions jointly between HR and management.

## COMPLAINTS

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Baily Garner will not tolerate any sort of discrimination of protected characteristics in the workplace, whether this is direct, associative, perceptive or indirect discrimination as defined in the Equality Act 2010.

Anyone in the organisation who feels they are receiving unfair treatment based on race, colour, nationality, ethnicity, religion/beliefs, gender, gender reassignment, sexual orientation, age, disability, marital or family status should lodge a complaint following the [Grievance Procedure policy](#) (please also see the Harassment and Bullying policy).

Signed



**Andy Tookey**  
FRICS APMP, Managing Partner

Date: October 2023



**ARCHITECTURE**  
**BUILDING SERVICES ENGINEERING**  
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