Equity, Diversity and Inclusion

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Policy Owner	Head of HR	Policy created	1 September 2022
Reviewed by	Andrew Thomas	Due for next review on	6 January 2027
Signed		Contact if any questions	hr@ahmm.co.uk

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AHMM Policy

Equity, Diversity and Inclusion

1 Policy Scope

1.1 This policy covers all current and potential employees, contractors, consultants and visitors to Allford Hall Monaghan Morris (AHMM).

1.2 It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion and/or belief, sex or sexual orientation as set out in The Equality Act 2010.

1.3 Over and above equality, our focus is also on equity. When we treat everyone equally, we treat everyone the same but when we treat everyone equitably, we focus on individualistic needs. In a diverse workplace, differences exist, and people require support in different ways. Equity asks us to acknowledge that everyone has different needs, experiences, and opportunities.

1.4 We recognise that there can be differences between the physical sex and gender assigned at birth and an individual's gender identity/expression, therefore, this policy also covers discrimination on the basis of a person's gender identity.

1.5 This policy should be read in conjunction with the following practice policies:
Equal Opportunities Policy:

- Anti-Slavery and Human Trafficking Statement
- Flexible Working Policy
- Disciplinary Procedure Policy
- Training Policy
- Parental Leave
- Sickness and Absence Policy
- Anti-Harassment and Bullying Policy
- Corporate Responsibility Policy
- Whistleblowing Policy

2 Policy Statement

2.1 As a majority employee-owned company, the practice recognises that providing equal opportunity, valuing diversity and promoting a culture of inclusion are vital to our success. A practice that better represents our diverse society while also promoting an inclusive culture, will become a better-informed place of work and, as a result, an even more capable organisation.

2.2 We aim for our staff, suppliers, contractors and consultants to reflect the diversity of the regional, national, and international communities that we serve. We want to be a place where people can be free to be themselves no matter their identity or background. By creating a working and social environment in which individuals can utilise their skills and talents to their full potential without fear of prejudice or harassment.

2.3 We are taking active steps to ensure that the principles behind Equity, Diversity and Inclusion are embedded in our work, policies and decision-making processes and will work with our partners/ contractors to share good practice. Key to this is our commitment to implementing a programme of activity and education to progress our aims and objective.

3 Commitment

3.1 Equity, Diversity and Inclusion is at the heart of our practice and our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

3.2 We take active steps to fulfil our responsibilities and promote good practice by:

- Complying with legal obligations in a transparent manner.
- Developing and publishing diversity objectives as well as embedding Equity, Diversity and Inclusion ("ED&I") into the practice's working processes.
- Publishing this policy widely amongst staff and on our Intranet.
- Assessing the impact of policies, content and working practices to identify, remove or mitigate any disadvantages to underrepresented groups and recognises any cultural or religious sensitivity or differences.
- Acting to redress any gender, racial or other imbalance highlighted from monitoring data.
- Promoting awareness and understanding of ED&I matters among staff and other parties through policies, training, guidance, internal programmes and knowledge building.
- Engaging with staff in respect of changes which may affect their employment.
- Ensuring that staff, clients, contractors and applicants to work, are treated fairly and judged solely on merit and by reference to their skills and abilities.
- Raising awareness of our policies and commitment to ED&I with external suppliers, contractors and partners and encouraging them to follow similar good practice. All new suppliers must complete a 'New Supplier Questionnaire'.
- Ensuring our offices are, as far as reasonably possible, welcoming and accessible to all.
- Making sure reasonable adjustments are made, as appropriate, to enable staff and candidates with disabilities or additional needs to overcome barriers in the working and social environment.
- Ensure compliance with employment and equal opportunity legislation and regulations in the countries in which we operate.
- Ensuring staff and other parties are provided with appropriate tools so that they feel confident to discuss ED&I issues and raise any concerns.
- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under the relevant policy and taking appropriate action where necessary.
- Putting in place and maintaining measures through our PR and Communications Team to ensure that, as far as possible, any published content uses inclusive language and is accessible.
- Paying all of our staff the Living Wage, including contractors who work within our offices. The practice is an accredited Living Wage Employer.

4 Responsibilities and Implementation

4.1 While everybody working for the practice shares a responsibility to promote ED&I, the Board of Directors takes ultimate responsibility for ensuring that this policy is fully implemented. The ED&I Working Group, reporting to the Managing Director and Head of HR, is responsible for leading the implementation of our ED&I Strategy.

4.2 Progress against actions and objectives will also be reported to the Board of Directors on a regular basis.

4.3 A number of working groups have been formed to action and support our work around ED&I:

Equity, Diversity & Inclusion Working Group (ED&IWG)
The ED&IWG is formed by a group of 12 employees, led by the ED&I Lead. It has 4 areas of focus with two to three members of the group within each of the following strands:

- Culture
- Data
- Engagement
- Knowledge Building

Employee Ownership Working Group (EOWG)
The EOWG is formed by a group of 15 employees. The aim of the EOWG is to increase engagement and communication across the practice, to encourage positive contributions to make our practice a better place to work, provide a link between our people and the Employee Ownership Trust Board.

Partnerships
The Partnerships Group leads the practice's charitable outreach work. We support a wide range of charities and good causes, many with a connection to the built environment and runs a range of activities, including running a summer school every year, to introduce students from all backgrounds to the world of architecture and enable accessibility to the industry.

More about each of the Working Groups can be found on the practice's intranet (KITE) or by speaking to the HR team.

5 Monitoring and Review

We assess the impact of this Policy by monitoring as follows:

- The Data strand of the ED&IWG collect, analyse monitoring data on staff (in line with GDPR) and report this information annually to the Executive Management board, publish to the practice through our Annual ED&I Report.
- The HR Department coordinate the collection and analysis of employee monitoring data.
- An ED&I practice survey carried out by an external consultant, is reviewed to help guide the actions based on the data collected.
- This Policy will be reviewed annually to ensure that it reflects best practice and current legislation.

6 Training

6.1 We have implemented a programme of training and knowledge building to the whole practice. All staff are required to take part in ED&I training with new staff required to take ED&I training as part of their induction.

7 Complaints Procedures related to Equity, Diversity and Inclusion

7.1 We expect all members of its staff to treat others equitably, with dignity and respect. Anyone who believes they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation. Please refer to Anti-Harassment and Bullying Policy.

More related content on

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