
Code of Professional Conduct

Guidance Note 8

Employment and Equal Opportunities

General Requirement

- 8.1 Members must not unlawfully discriminate against others on the grounds of sex, sexual orientation, race, religion, age, disability or culture.

Employment

- 8.2 Members who employ staff must comply with all legal requirements and define the conditions of employment, authority and liability of their employees in writing. The Royal Institute's policy on employment (adopted by the RIBA Council in May 2004) is produced below:

RIBA Employment Policy

The RIBA believes that good employment practice, by and for its members, will contribute positively to the effectiveness and influence of the architectural profession. It will also improve business opportunities, employment diversity and personal development, and is vital to the profession's role in raising the quality of our built environment and benefiting society.

- 8.3 Members should have due regard for the religious, cultural or political interests of their staff and should try to accommodate them as far as is practicable. Members making requests for special dispensation on the basis of their religious, cultural or political beliefs must accept that in the overall interests of clients or the practice generally, an accommodation may not always be possible (see also Guidance Note 1 on conflicts of interest and Guidance Note 7 on relationships).

8.4 **Employment disputes**

The resolution of disputes concerning employment matters will generally be outside the Institute's competence, and should therefore be taken up with an appropriately qualified authority, such as ACAS or the Employment Tribunal. Employment disputes cannot be resolved through the RIBA's disciplinary procedures and in order to form a judgment on whether a member is guilty of professional misconduct, the Disciplinary Committee will require a decision against the member from an authority (such as the Employment Tribunal) with the relevant competence to make such a judgment.

8.5 **Employing Students**

Where an employee is an architectural student undertaking professional experience at Stage 1, (Post Part 1) or Stage Two, (Post Part 2), the

employer should also have due regard for the employee's general training and education in accordance with the objectives of the RIBA's Professional Experience and Development Record Scheme (PEDR)¹.

8.6 Members who employ students are expected to:

- provide them with a proper written contract of employment; (NB. The RIBA has produced a model employment contract for the use of members in the UK employing Stage One and Stage Two architectural students)
- nominate an employment mentor to supervise the professional development of the employee and to complete the quarterly PEDR record sheets in a timely manner;
- provide a reasonable breadth of work experience and level of responsibility in accordance with the objectives and regulations of the PEDR scheme
- permit attendance at courses, study days and examinations and for work shadowing in accordance with the objectives and regulations of the PEDR scheme.

Equal Opportunities and the Promotion of Diversity

8.7 Members must have due regard for equality of opportunities and the promotion of diversity. The Royal Institute's policy on equal opportunities, (adopted by RIBA Council in February 2001) is produced below:

RIBA Equal Opportunities Policy

The RIBA values the creative potential which individuals from diverse backgrounds, and with differing skills and abilities, bring to the Institute and the architectural profession. We will endeavour to foster an environment that is free from harassment or unfair discrimination, where human potential can be cultivated and in which the human rights of all individuals are respected.

To achieve this policy the RIBA is committed to:

- Fostering an environment of mutual respect in working relationships between RIBA members, between members and their employees, and between RIBA members and RIBA staff.
- Increasing awareness and understanding of equal opportunities amongst members and staff through public forums and events, the media and training.
- Identifying opportunities for achieving appreciation of diversity and the promotion of equal opportunities in both the architectural profession and in architectural education.
- Monitoring and keeping under review policies and practices within the Institute to ensure the promotion of equal opportunities amongst RIBA members in both architectural practice and in architectural education

¹ The PEDR is published on www.pedr.co.uk