
Equal Opportunities Policy and Procedures

Policy

The RIBA recognizes that by encouraging and managing diversity in our workforce and by eliminating discrimination we can more effectively meet the objectives of our organisation and so more effectively meet the needs of our membership, customers and the public.

In pursuance of the above the RIBA is fully committed to both the spirit and letter of the law in relation to equal opportunities and anti-discrimination.

Principles

The aim of this policy is to ensure that no job applicant or employee:

- receives less favourable treatment, which can not be justified, on the grounds of sex, sexual orientation, parental status, disability, race, religion or belief, age, part-time working, spent convictions, or when exercising any statutory right*
- will be discriminated against on the grounds of sex, sexual orientation, parental status, disability, race, religion or belief, age part-time working, spent convictions, or when exercising any statutory right* in relation to any employment policy, procedure or terms and conditions of employment.

*examples of statutory rights include maternity/paternity/parental leave, flexible working, trade union membership etc.

Disability includes a number of conditions in addition to more obvious physical and mental disabilities, for instance HIV. For more details see the RIBA's Disability Policy.

Implementation

Management at every level of the organisation and all employees have responsibility for being aware of and implementing this policy, a copy of which will be issued to all employees.

In particular:

The organisation

Has responsibility for ensuring that:

- resources are available to promote equal opportunities and discrimination in the workplace and at workplace related events and to deal effectively with complaints
- this policy is communicated effectively to all employees and that appropriate induction and training is provided
- all managers and supervisors are aware of their responsibilities
- monitoring takes place to review the effectiveness of this policy

Management

Have responsibility for ensuring that:

- their employees are made aware of this policy and how it affects them
- they support employees who make complaints, maintain confidentiality and give clear advice on how to pursue their complaint
- action is taken to deal with any discriminatory behaviour which occurs within the workplace and at workplace related events.

All employees

Have responsibility for ensuring that:

- they comply with this policy both within the workplace and at any work-related events
- if they are aware of such discriminatory behaviour that they report it to their department head or the Head of Personnel and Training

Complaints

Behaviour or treatment which is contrary to the content or spirit of this policy will not be tolerated.

If you have a complaint then you are encouraged in the first instance to seek advice and support from your immediate department head in an endeavour to resolve the matter informally.

If your complaint cannot be resolved informally, then you should raise the matter formally using the RIBA Grievance Procedure or the procedure outlined in the Harassment and Bullying Policy.

An employee who is found to have acted contrary to this policy will be subject to action being considered under the Disciplinary Policy and Procedure with penalties considered up to and including dismissal.

Malicious or unwarranted complaints

The RIBA will also take very seriously any malicious or any unwarranted allegations of discrimination and will take appropriate disciplinary action where necessary.

Related Policies:

- Disciplinary Policy
- Grievance Policy
- Recruitment Policy
- Salaries Policy
- Harassment and Bullying Policy
- Disability Policy

The RIBA reserves the right to amend or terminate this policy.

This policy does not form part of your contract of employment nor is it intended to confer legally enforceable rights upon you. Nevertheless, you are expected to comply with this policy at all times and failure to do so may result in disciplinary action.

If you have any questions about the information contained in this document please contact the Personnel and Training Department.