

Policies and Procedures

Equal opportunities

ZM ARCHITECTURE believes that everyone has the right to be treated with dignity and respect at work. We have adopted an equal opportunities policy which commits the company to fair, unbiased and objective employment practices and a work environment which is free of harassment and victimisation. It is the responsibility of every employee to assist the company in meeting this commitment. For this reason, acceptance of and adherence to the company's equal opportunities policy form part of every employee's contract of employment.

Equal opportunities policy

This Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the Employer to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the policies is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to the Employer and the employees.

If Equal Opportunities are not applied then valuable talent and potential are wasted. Moreover when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities. Equal Opportunities is taken very seriously by the Employer and wilful failure to apply the policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include your dismissal.

The Equal Opportunities Policy Statement

1. ZM seeks to employ a workforce which reflects the diverse community at large because the Employer values the individual contribution of people irrespective of sex, pregnancy or maternity leave, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin.
2. All employees will be treated with dignity and respect. ZM will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, pregnancy or maternity leave, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin.
3. ZM recognises its legal obligations including those under the Race Relations Act, the Sex Discrimination Act, the Civil Partnership Act, the Equal Pay Act, the Disability Discrimination Act, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations, the Part –time Workers (Prevention of Less Favourable

Treatment) Regulations, the Employment Equality (Sexual Orientation) Regulations, the Employment Equality (Religion or Belief) Regulations and the Employment Equality (Age) Regulations.

4. ZM undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.
5. ZM will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the disciplinary procedures of the company. ZM further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.
6. If an existing employee becomes disabled ZM will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. Whenever reasonably practicable to do so ZM will install in existing premises facilities for people with disabilities. Whenever ZM invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of staff and clients with disabilities.
8. ZM undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.
9. Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the company.