



# Equal Opportunity Policy

Richard Dudzicki Associates Ltd, ('the Practice') wishes it to be known that it has adopted the following Equal Opportunities Policy:

## ends

To help ensure that the talents, skills and resources of all members of the Practice are utilised to the full, and that no job applicants or employees receive less favourable treatment than any others because of their race, colour, ethnic or national origin, or because of their gender, sexual orientation, class, religion, physical ability or marital status.

## means

To these ends the Practice will

- 01 Operate a system wherein individuals are selected, promoted and treated solely on the basis of their merits and abilities as appropriate to the job.
- 02 Seek to give all employees equal opportunity and encouragement to progress within the Practice.
- 03 Be mindful of its legal obligations under the Race Relations Act, The Sex Discrimination Act, the Chronically Sick and Disabled Persons Act and Age Discrimination Act.

04 Distribute and publicise this policy statement throughout the Practice and elsewhere as from time to time appropriate.

05 Provide facilities for any employee who believes that inequitable treatment has been suffered by her/him within the scope of this policy, to raise the matter through an appropriate grievance procedure.

06 Collect and monitor relevant records of those seeking and gaining employment with it.

07 Be mindful, in the conduct of its internal affairs, or its commitment to equal opportunity and alert to the possibility of institutional or indirect discrimination and seek to ensure that no director or employee is denied due participation in decision making and in the running of the Practice and projects because of domestic commitments or because of her/his cultural formation/ background.