

ARCHITECTURE LIMITED
The Polytechnical Consultancy

EQUAL OPPORTUNITIES POLICY

- 1.0 Architecture Limited is an equal opportunities company in respect of employment practices, public, customer and user relationships, selection of projects and contractors, in procurement and in the performance and delivery of services.
- 2.0 Architecture Limited complies with the requirements of the Race relations Act 1976, the Sex Discrimination Acts 1975 & 1986, the Disabled Persons Acts 1944 & 1958, and with all similar legislation in other countries where it operates, and intends to comply with the various codes of practice dealing with the elimination of discrimination.
- 3.0 Architecture Limited will attempt to ensure that it and its employees and contractors deal fairly in all matters including employment and access to services regardless of race, colour, sex or sexual orientation, religion, disability or age.
- 4.0 Architecture Limited recognises that it operates in an industry with particular traditional discriminatory practices. It will take positive action to redress these and will encourage its clients and contractors to do the same.
- 5.0 The person in Architecture Limited who has the responsibility for compliance with this policy is Ian Gordon, Director. Any member of the staff and any sub-contractor or consultant to the company who feel they have been unfairly treated should raise the matter with Mr Gordon by setting down the circumstances in writing as clearly as possible. Mr Gordon will respond within 7 days either by requiring further information or by arranging for the matter to be satisfactorily resolved. If more information is required and provided, Mr Gordon will then decide or resolve the matter within 14 days thereafter. In the event of the complaint remaining unresolved, the complainant may appeal to a General Meeting of the Company, which shall be called within 56 days of lodging the written grounds of appeal with Mr Gordon or with the Company Secretary.
- 6.0 Deliberate acts of discrimination by staff shall be dealt with as a breach of discipline and will be dealt with accordingly. Deliberate acts of discrimination by others with whom the Company does business, whether as supplier or as client, will be investigated and where proven discrimination has occurred the offending party will be asked to change their practices or otherwise correct the discrimination, failing which the Company will arrange to cease to conduct business with them as soon as contractually possible.
- 7.0 When Architecture Limited has reached adequate size it will implement an effective system of monitoring this policy.
- 8.0 This policy will be kept under review. The Directors will formally consult the shareholders and employees not less than once a year, and the policy will be modified if required as a result.
- 9.0 This is the second version of the policy as amended in November 1991.

◇ Signed

◇ IAN GORDON, Director

◇ Date