



Equality, Diversity and Inclusion Policy

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Equality, Diversity, and Inclusion Policy

JHA Architecture Ltd is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success by providing equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

In order to create conditions in which this can be fostered, the Company is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The Company expects all employees to support and act in the manner clearly stated by this commitment in order to ensure its success.

Specifically, the Company aims to ensure that no employee or candidate is subject to unlawful discrimination on any grounds. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career development opportunities
- terms and conditions of employment, and access to employment related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where they could improve equality of opportunity. This commitment is applicable to all the Company's employment policies and procedures, as well as those specifically connected with equality, diversity and inclusion.

The terms equality, inclusion, diversity and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support diversity, equity and

inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably compared to others who are (or would be) in same or similar circumstances. Such discriminatory differences are based on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation and may be direct or indirect and includes discrimination by perception and association.

Types of Discrimination

Direct Discrimination

Occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation

Indirect Discrimination

Indirect discrimination occurs when an organisation's policy, criterion or practice when applied has the effect of disadvantaging people who share certain protected characteristics.

Harassment

Harassment occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

Victimisation occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

Complaints and Disciplinary Procedure

Discrimination, harassment and victimisation are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate Manager. If an employee wishes to make a formal complaint they should use the Company's Grievance Procedure which is detailed in this Employee Handbook. The Company will treat seriously all allegations of unlawful discrimination, victimisation or harassment, and if necessary, deal with this formally by invoking the Company's Disciplinary Procedure. Positive Action 'Positive action' means the steps that the Company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for

positions within the Company. If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position. Monitoring The Company will not tolerate unlawful discrimination, harassment or victimisation of any kind in the working environment and will take positive action to prevent its occurrence. To maintain its alignment, the Company will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all of the Company's employment policies and procedures, which includes this Equality and Diversity Policy.

Equal Opportunities Policy Statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- challenge discriminatory assumptions about disabled people and
- encourage you, if you are disabled or become disabled to tell us about your condition so that we can support you as appropriate
- keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

Gender

We will:

- challenge discriminatory assumptions about gender
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Sexual Orientation

We will:

- take account of the needs of everyone, including the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

Religion or Belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or Maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees' during pregnancy or maternity leave.

Marriage or Civil Partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status

- challenge discriminatory assumptions about the marriage or civil partnership of our employees
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

Part Time and Fixed Term Work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Equal Pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value. Responding to this policy 32 Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice. If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure.