

EQUALITY

Robert Walpole and Partners
10 Banbury Avenue
Slough, Berkshire
SL1 4LH
Tel.: (01753) 530836

E-mail: admin@rwalpole.globalnet.co.uk

CONTENTS

REVISION TABLE	3
1. EQUALITY POLICY STATEMENT	4
2. RECRUITMENT	5
3. EQUALITY OBJECTIVES AND INDUSTRY FEEDBACK	5
4. HARASSMENT AND GRIEVANCES	5
APPENDIX A – STRATEGIC ACTION PLAN	
APPENDIX B – EQUALITY AND DIVERSITY TRAINING PLAN	

REVISION TABLE

Revision*	Date	Comments
A	NA	-
B	NA	-
C	NA	-
D	NA	-
E	20/10/09	-
F	10/09/10	-
1	25/07/14	-
2	19/05/17	Inclusion of flexible working, freedom of association, and the Investigation and Grievance Process
3	21/05/20	Renamed to Equality Policy. Updated for best practice and TfL requirements.

*Following re-formatting and consolidation in July 2014 revision naming was changed from letters to numbers.

1. EQUALITY POLICY STATEMENT

Robert Walpole and Partners (RWP) is committed to treat all its applicants, employees and customers fairly, regardless of their sex, ethnic origin, nationality, religion, race, colour, age, marital status, sexual orientation, disability or associations.

Robert Walpole and Partners is committed to avoiding discrimination in all aspects of employment and will monitor the application of this policy, including the composition of the workforce. RWP will take necessary actions to ensure this policy remains fully effective and follows all relevant legislation in the United Kingdom, in particular the Equality Act 2010. RWP will also consider flexible working arrangements when requested, regardless of circumstance.

Robert Walpole and Partners seeks to promote equal opportunities awareness among staff, suppliers and customers where possible. The policy applies to all applicants, employees, suppliers and customers.

Robert Walpole and Partners is committed to:-

- a) Provide training and guidance for key decision makers such as management and supervisory staff and those involved in personnel and employment processes e.g. recruitment and selection;
- b) Monitor the existing workforce, and the effects and application of this policy;
- c) Examine and review existing procedures for recruitment, selection, promotion and training in order to create fair conditions of employment;
- d) Implement the Investigation and Grievance Process, and develop those mechanisms for resolving grievances about unfair discrimination and harassment;
- e) encourage key suppliers to adopt best practice with regards to equality and diversity;

Progress in implementing this policy will be reviewed annually by the partners.

Signed: _____



M. J. Walpole
Senior Partner

Date: 21.05.20

2. RECRUITMENT

At Robert Walpole and Partners we aim to open recruitment to as diverse a range of candidates as possible in order to find the very best match for our positions. All employment opportunities are to be advertised with widely accessible internet platforms, local recruitment agencies, and on our website making positions available to everyone.

To make the most of a local workforce we will primarily consider applicants from within our working regions, which generally includes London and the South East of England.

RWP are keen to support unemployed ICE (Institution of Civil Engineers) members and recruit them in conjunction with the ICE's Benevolent Fund programmes. In addition each year we offer flexible student placements to those just starting their career.

3. EQUALITY OBJECTIVES AND INDUSTRY FEEDBACK

To achieve continual improvement in line with this policy RWP sets equality and diversity objectives and ways to achieve them within a Strategic Action Plan (Appendix A).

To teach our staff how to best manage equality and diversity aspects within the business RWP sets out a Diversity Training Plan (Appendix B).

As industry best practice changes the company may receive feedback about improving equality and diversity from employees, customers, and any other key stakeholders. The company is committed to listening to such feedback in an open manner and will update its objectives and this policy as required.

Where a client's equality and diversity policies set higher standards than this policy Robert Walpole and Partners will adhere to those policies as well as our own.

4. HARASSMENT AND GRIEVANCES

Any reports of harassment or grievances will be dealt with in accordance with our Investigation and Grievance Process [A44.21]. We are committed to promoting good relations both within our workforce and with all stakeholders and encourage all to raise any concerns related to this policy. In line with our Whistleblowing Policy [A44.08] no one who reports any concern under this policy in good faith will be subjected to any detriment for coming forward.

APPENDIX A – STRATEGIC ACTION PLAN

Equality and Diversity objective	Current position / Baseline	Action / Task	When	Person responsible	Resource implications	Measure of success
To create a diverse workforce	We collect nominal data on ethnicity, but do not use this information	Collate workforce diversity data Refresh employee survey data Check GDPR issues Research and set diversity targets where appropriate Review and update objectives annually	Start during 2020, review annually	Business Partners	Extra workload for admin staff	Actions completed in timescale Create a plan to move towards diversity targets Review KPIs and update objectives
To ensure that key suppliers adopt similar approaches to Equality and Diversity	We engage with our supplier chain concerning Equality and a range of other strategic policies. We do not currently seek to influence our supply chain to change their policies	Engage with supply chain to develop and adopt a strategic E&D Plan Revise Supplier Questionnaire to include E&D section Review and update objectives annually	Start during 2020, review annually	Jonathan Walpole	Extra workload for admin staff	Engagement completed within timeframe Understanding of suppliers' E&D Agreement to set targets with supply chain Review KPIs and update objectives

Equality and Diversity objective	Current position / Baseline	Action / Task	When	Person responsible	Resource implications	Measure of success
Fair employment practices including working with employment agencies	We currently engage with recruiters using anonymised data. E&D targets are not set or discussed	Develop additional E&D practices when recruiting staff Engage with recruiters to develop more inclusive language in recruitment candidate packs Review and update objectives annually	Start during 2020, review annually	Business Partners	Varies Not a lot once action plan has been prepared.	Successful engagement with recruiter Increase in number of applications compared to average from previous years Develop fair employment goals Review KPIs and update objectives
Eliminate discrimination within our organisation	Equality Policy in place; briefed out to all employees	Monitor compliance Internal review of progress Review and update objectives annually	Ongoing, review annually	Business Partners	Varies	No cases of discrimination recorded Long periods of staff retention Review KPIs and update objectives

Equality and Diversity objective	Current position / Baseline	Action / Task	When	Person responsible	Resource implications	Measure of success
Ensure that appropriate policies are in place and are regularly monitored and reviewed	All policies are reviewed on an annual basis	Track legislation changes Monitor clientsq requirements React to changing business needs	Ongoing, review annually	Business Partners	Varies	Policies continue to be satisfactory and our Office Manual is maintained up-to-date Review KPIs and update policies
Ensure all future and current employees are supported to make the most of their skills and talents	Competency assessments are undertaken on an annual basis	Monitor employee performance and assign a mentor when gaps in skills or knowledge are identified	Ongoing, review annually	Business Partners	All employees	Greater efficiency and quicker task completion Review KPIs and update objectives

APPENDIX B – EQUALITY AND DIVERSITY TRAINING PLAN

Equality and diversity objective	Current position / Baseline	Action / Task	When	Person responsible	Resource implications	Measure of success
Ensure that all staff receive appropriate E&D training	Equality Policy is briefed out as part of the employee induction process	Review the content of the Equality Policy on an annual basis	Ongoing, review annually	Jonathan Walpole	All employees	Understanding of company E&D objectives across workforce Review KPIs and update training plan
	E&D training and guidance available to management and supervisory staff	Review of training undertaken by top management level to determine any gaps	By the end of 2020, review annually	Jonathan Walpole	Business Partners	Enhanced managing diversity competency Review KPIs and update training plan
To ensure that E&D training is effectively resourced	Induction currently delivered by Employee Safety Representative	Discuss effectiveness of the induction process during Office Workshop Meeting	Next and subsequent ongoing Office Workshop Meetings	Mark Simmons	All employees	Better understanding of company E&D objectives across workforce Review KPIs and update training plan
	Online resources available to management and supervisory staff	Monitor adequacy of learning modules	Ongoing, review annually	Jonathan Walpole	Business Partners	Roll out Sustainability School Training module Feedback on effectiveness of training

Equality and diversity objective	Current position / Baseline	Action / Task	When	Person responsible	Resource implications	Measure of success
Undertake equality impact assessment training	We do not currently undertake equality impact assessment training	Review the need for equality impact assessment training Prepare training module as required	By the end of 2020	Jonathan Walpole	Business Partners	Equality impact assessment training programme developed
Undertake competency training in managing diversity	We do not currently undertake competency training in managing diversity	Review the need for competency training in managing diversity Prepare training module as required	By the end of 2020	Jonathan Walpole	Business Partners	Prepare programme for competency training in managing diversity