

Equality, Diversity and Inclusion Policy

General Statements of Policy

Allan Joyce Architects Ltd is an Equal Opportunities Employer.

The Practice is fully committed to promoting Equal Opportunities and will not tolerate discriminatory behaviour. Victimisation, discrimination, and harassment are disciplinary offences within the company.

The Directors are responsible for the implementation of this policy across the office. Tricia Akers will implement this policy on their behalf.

1. We are committed to complying with the following acts:
Equality Act 2010 make discrimination on the grounds of gender, colour, race, ethnic origin, disability, or age unlawful, Equal Pay Act 2020. Definitions of "employment" include both employees in the traditional sense and any casual labour.
2. Workers, job applicants, visitors, clients and customers will be treated fairly, openly and honestly, and with dignity and respect. No job applicant or worker will receive less favourable treatment on grounds of race, gender, age or disability.
3. When recruiting staff and during their employment Allan Joyce Architects Ltd will:
 - 3.1 Use recruiting procedures designed to promote a positive approach to disability and attract applicants from all sections of the community.
 - 3.2 Conduct Right to Work in the UK checks using the Home Office guide.
 - 3.3 Set out interview procedures that minimise the risk of discrimination on any grounds.
 - 3.4 Protect employees from any discriminatory behaviour or harassment whilst carrying out their work.
4. Any appointment of contractors and consultants will be made based on the above policy. In the event of the selection criteria being required, these will be defined to avoid direct or indirect discrimination on any grounds.
5. The Policy is reviewed annually.

Positive Action

Equality, Diversity and Inclusion are at the centre of our business. We recognise that there are barriers to overcome and that a statement of intent alone will not achieve equality of opportunity. We have therefore drawn up a programme of action, which is reviewed annually.

6. Equality of Opportunity for all staff and therefore follow the following procedures:
 - 6.1 Review conditions of service and personnel procedures to ensure equality of opportunity to all staff.
 - 6.2 Aim to ensure that the Directors and staff reflect the make up of the community and industry within which they operate by implementing and monitoring positive action to improve the representative of women, ethnic minorities, and people with disabilities.
 - 6.3 Review grievance procedures.

- 6.4 Ensure equality of access to training as we believe this has a key role in promoting equal opportunities, especially for part time staff or staff with family commitments.

We recognise that if equality and diversity are managed effectively within an organisation then it can produce numerous benefits both inside and outside the business.

- Knowledge of new markets
- Innovation and creativity
- Problem solving

Gender /Pay Analysis for 2025-2026

During this year the staff ratios were 10 Female and 7 Male. We have analysed Gender/Pay ratios across the business to enable us to maintain adequate representation and report pay differentials at all levels across the business. Outcomes:

Gender Ratios

Top Third	50% female representation
Middle Third	60% female representation
Bottom Third	50% female representation

There is no difference in the average earnings for male and female employees performing the same role

Mean Gender pay is:	1.85%
Median Gender Pay is:	-10.15%

Our successes:

- We operate an extensive “work experience” programme to local schools, colleges, training organisations and individuals.
- Three previous employees; Craig Beech, Louisa Mackley and Kate Stevens also received this continuous support from the age of sixteen to enable them to achieve their professional qualifications, a good level of experience before moving on to form their own businesses in Suffolk, Dubai and Bristol respectively.
- Mentoring and encouragement of local student to go into the construction profession through Millennium Volunteers, Tom Tsang a student from New College Nottingham won a place at Lincoln University to study architecture.

Updated 13th August 2025

Tricia Akers

