

Promoting Equality/Valuing Diversity

The Guild of Architectural Ironmongers (GAI) is committed to providing equal opportunity and values and respects diversity.

GAI welcomes difference in its staff and volunteers. GAI is working to create equal access to opportunities for paid employment and voluntary involvement while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic or national origins, religion, disability, gender, sexuality, age, marital status, irrelevant offending background, responsibility for dependants, economic status or political values.

GAI is committed to taking active steps to address and eliminate unfair or unlawful discrimination or prejudice where these are identified in the organisation's procedures or practices.

Who is affected by the Policy?

Everyone is affected by GAI Promoting Equality/Valuing Diversity Policy. In particular we are committed to preventing discrimination on the grounds of: -

Sexuality:	You will be treated equally irrespective of your sexual orientation.
Gender:	You will be treated equally irrespective of your gender.
Marital Status and Civil Partnership:	You will be treated equally whether you are married, single, widowed, divorced, separated or if you are cohabiting.
Race:	You will be treated equally whatever your race, colour, ethnic or national origin.
Religion/Faith	We welcome people of all faiths or philosophies – including no faith.
Disability:	We positively welcome applications from less abled persons.
Age:	You will be treated equally – regardless of your age – in accordance with legislation and GAI policies.
Gender reassignment:	If you are going through (or have been through) the gender re-assignment process, you will not be discriminated against.

All other non-job related criteria will be disregarded during either the recruitment process or whilst in employment. Appointments, appraisals and promotion will be made and/or given on the basis of merit and ability alone.

Our commitments

The GAI commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and members are recognised and valued.

All staff, volunteers and members should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, members, suppliers and the public

- Take serious complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, members, suppliers, visitors, the public and any others in the course of the GAI work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by GAI Executive.

Action

We are endeavoring to understand the nature of discrimination, its roots and how it affects people at work. We will continue to build this understanding into our workplace and committees.

We are constantly reviewing our structures and practices to identify and remove those which maintain and perpetuate discrimination.

In pursuit of our Promoting Equality/Valuing Diversity Policy, we will at times use the positive action provisions in legislation.

The Chief Executive has overall responsibility for the implementation of the policy.

Policy Review

This policy will be reviewed at regular intervals to ensure it remains in line with legislation and the GAI's organisational principles.