

Staff Policies Guide

Revision History / Document Control

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Recruitment & Employment Policy

Consarc is committed to providing best recruitment and employment practice and equal opportunities within the company.

We want to constantly improve our performance as an organisation. In order to make this a reality, we aim to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to our success as a team.

We aim to share staff with our sister company where possible, both to improve knowledge exchange and better resource management. As a quality assured company, their staff will have been selected in a similar way to ours and similar policies apply.

Consarc aspire to set out clear directions for selection and retention of each individual by defining high but achievable standards, presented in open discussion with consultation at each stage.

The company ensures that standards of English, education and qualifications appropriate to the post will be sought and that overseas qualifications where equivalent, will be acceptable.

This policy applies to all internal and external applicants for Consarc jobs.

The purpose of this policy is to ensure:

- a professional and consistent approach to recruitment and selection;
- adherence to Consarc's Equal Opportunity Policy and relevant employment legislation;
- that members of staff are recruited on the basis of their ability;
- that candidates have the appropriate; qualifications and skills for the position required;
- and to attract and recruit high calibre staff.

The Directors will monitor the implementation of this policy to ensure it is complied with.



Liz Pickard
Managing Director

January 2020

Implementation

- Identifying required resources and competencies is the responsibility of management.
- Job descriptions are held on file and will be adjusted to suit the need.
- Recruiting can be undertaken either through relevant online sites or by reputable agencies.
- Responses will be analysed against the recruitment criteria. We then arrange interviews with shortlisted candidates, and a second interview with the preferred candidate.
- References will be taken either written or verbal, prior to commencing employment
- All employees will receive a written offer letter and contract of employment, prior to commencement
- All employees will be issued with the company handbook which sets out the terms and conditions of employment.
- All employees will receive appropriate induction to company systems, office equipment, health & safety procedures;
- All employees will be given equal opportunities and where appropriate training to progress within the organisation.
- An individual will be designated to conduct and record regular reviews with each member of staff and record the procedures.
- Any employee has the right to belong to or participate in the activities of a Trade Union registered under the provisions of the Trade Union and Labour Relations Act 1975.

Shared Resources with Cartwright Pickard

We are comfortable in outsourcing architectural, design and administrative work to our sister company Cartwright Pickard or lending them our own staff.

Information about some of CP's staff is held in our records, as incidental to our shared bids and work.

We routinely reformat their CV's to fit with our bid format, and vice-versa, CP uses our staff's CV's in their bids. For keeping CVs, up-to-date each company is responsible for their own staff.

We keep detailed record of CP's involvement in Consarc projects and any concerns would be added to our records in the same way as other concerns would.

Equal Opportunity Policy

Consarc is an equal opportunity employer. We are committed to ensuring that no job applicant or member of staff receives less favourable treatment because of race, nationality, ethnic origin, sex, marital status, age, disablement, religious belief or sexual orientation; or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

We ensure that

- the same contractual pay and benefits are awarded to employees undertaking equivalent work regardless of their sex, in accordance with the Equal Pay act 1970.
- no discrimination is made on the grounds of sex or marital status, in accordance with Sex Discrimination Act 1975
- no discrimination is made on the grounds of race, colour, ethnic or national origin, in accordance with Race Relations Act 1976.
- discrimination is made on the grounds of disability, without justification, in accordance with Disability Discrimination Act 1995.
- no discrimination is made on the grounds of sexual orientation, in accordance with Employment Equality (Sexual Orientation) Regulations 2003.
- no discrimination in employment or training is made on the grounds of religion or philosophical belief, in accordance with Employment Equality (Religion or Belief) Regulations 2003

This policy is intended to set out the standards applicable to all employees of the practice and to establish systems for the handling of grievances and implementation and operation of this policy.

This policy is applicable and used in the advertisement for jobs and during the whole recruitment process, as well as throughout employment processes including training, promotion, pay, benefits and all other aspects.



Liz Pickard
Managing Director

November 2017

Implementation

Consarc will make known that they are an equal opportunities employer on all recruitment adverts.

Recruitment and employment decisions will be made based on fair and objective criteria. Person and job specifications will be limited to those requirements, which are necessary for the effective performance of the job, such as standards of English, education and qualifications appropriate to the post. will be sought and that. Overseas qualifications where equivalent, will be acceptable.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited, and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

All staff will receive a copy of the Company policy on joining the firm, have a right to equality of opportunity and a duty to implement this policy. Disciplinary proceedings will be brought against any member of staff found to be breach of this policy.

Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter, either informally with a senior staff member, or through the grievance procedure which is detailed within the staff handbook.

All employees will be given equal opportunities and where appropriate training to progress within the organisation. An individual will be designated to conduct and record regular reviews with each member of staff and record the procedures.

Any employee has the right to belong to or participate in the activities of a Trade Union registered under the provisions of the Trade Union and Labour Relations Act 1975.

The Directors will monitor the implementation of this policy to ensure this Equal Opportunities Policy is complied with.

Training Policy

Consarc is committed to providing all staff equally with essential training and to allow all staff to progress with their career with us as far as possible. Consarc's training policy is in line with our Equal Opportunities Policy. This is done in several ways, outlined as below.



Liz Pickard
Managing Director

January 2020

In-house CPD

- All ARB registered staff are required as part of their registration to maintain their competence through CPD in line with the RIBA Core CPD recommendations, which were developed with the ARB's input. We keep a printed copy in the office.
- Consarc or our sister company, Cartwright Pickard, organise in-house seminars throughout the year, and these focus on the topics that the architects specifically request, depending on their need for training and the project stages that they are currently working on.
- We involve all staff in selecting appropriate CPD material by through discussions at our monthly forum meetings to ensure that all staff contribute and select relevant and challenging topics.
- The practice subscribes to architectural publications and the CIS online resource.

Individual Training

- As part of our personnel and appraisal procedures, training and promotional prospects are discussed during all staff appraisals, which take place after 3 months of employment, 6 months of employment, then usually annually.
- Staff are encouraged to identify areas in which they feel they need to improve their knowledge, within their professional development plan then discuss appropriate training with their director.
- Consarc will pay for training where it will be beneficial to the employee and is related to the company activity and will also accommodate training into working hours if necessary.

Architectural Qualifications / memberships

- All Part 2 qualified architects, once they have gained enough relevant experience in practice (as assessed by the Directors), will be offered the opportunity to take their Part 3 exams at Consarc.
- Consarc will meet the cost of the exams, offer assistance from qualified architects throughout the Part 3 course, and allow paid study days for all students, providing that following qualification the member of staff remains at the practice for a period of 18 months.
- It is also Consarc's policy to cover the cost of RIBA and ARB membership for all qualified architects while they remain at Consarc.
- We also offer all staff Health and Safety site training so that all architects have a CSCS card.

Lectures / External CPD

- All staff are advised to attend any lectures, galleries or workshops which they feel may be beneficial to their career progression. Consarc will pay for the cost of entrance tickets for each member of staff, up to a certain budget.

Knowledge Exchange

- The practice engages in Knowledge Exchange (lessons learnt) meetings between staff where possible. This is an effective way to use our own resources to learn from and manage one another.
- During these sessions, the more experienced and senior members of the team discuss experiences with the more junior members to pass their knowledge onto them. This could include anything such as site experiences, CAD or other software knowledge, useful product specifications, and design inspirations.

Design Reviews

- We hold regular internal design reviews with design teams and with our sister practice. The format of this is usually a display of current project information for all to comment on.
- and discusses improvements and shares their thoughts on the design and response to the brief. This trains all staff to be open minded about their design work, and to consider different perspective of a project brief and gives the staff a chance to share experiences of similar projects.

Anti-Bribery Policy

Consarc is committed to applying the highest standards of ethical conduct and integrity in its business activities in the UK and overseas. This policy outlines the Practice's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The Practice will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person or body acting on its behalf. Our senior management is committed to implementing measures to prevent, monitor and eliminate bribery.

This Policy applies to all employees and officers of the company, and to temporary workers, consultants, contractors, agents and subsidiaries acting for, or on behalf of, the Practice within the UK and overseas. Every employee and associated person acting for, or on behalf of, The Practice is responsible for maintaining the highest standard of business conduct. Any breach of this policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned and may cause serious damage to the reputation and standing of the Practice.

Bribery of any kind is strictly prohibited. All employees and associated persons are required to:

- comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business.
- act honestly, responsibly and with integrity.
- safeguard and uphold the Practice's core values by operating in an ethical, professional and lawful manner at all times.
- under no circumstances make any provision, money set aside, or accounts create for the purposes of facilitating the payment or receipt of a bribe.



Liz Pickard
Managing Director

November 2017

Legal obligations

The UK legislation on which this Policy is based is the Bribery Act 2010 and it applies to the Practice's conduct both in the UK and abroad. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in the UK to:

- offer, promise or give a financial or other advantage to another person (i.e. bribe a person), whether within the UK or abroad, with the intention of inducing or rewarding improper conduct
- request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct
- bribe a foreign public official.

You can be held personally liable for any such offence. It is also an offence in the UK for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for Consarc Architects.

Consarc Architects can be liable for this offence where it has failed to prevent such bribery by associated persons. As well as an unlimited fine, it could suffer substantial reputational damage.

Gifts

The Company recognises that industry practices may vary from country to country or from culture to culture. What is considered unacceptable in one place may be normal or usual practice in another. Nevertheless, a strict adherence to the guidelines set out in this Policy is expected of all employees and associated persons, at all times. If in doubt as to what might amount to bribery or what might constitute a breach of this Policy, refer the matter directly to the Directors.

The giving of business gifts to clients, customers, contractors and suppliers is prohibited unless approval has been granted by both Directors and the following requirements are met:

- the gift is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage.

- it complies with local laws.
- it is given in the Company's name, not in the giver's personal name.
- it does not include cash or a cash equivalent (such as gift vouchers).
- it is of an appropriate and reasonable type and value and given at an appropriate time.
- it is given openly, not secretly.
- it is approved in advance by all directors.

In summary, it is not acceptable to give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given, or to accept a payment, gift or hospitality from a third party that you know or suspect is offered or provided with the expectation that it will obtain a business advantage for them.

Any payment or gift to a public official or other person to secure or accelerate the prompt or proper performance of a routine government procedure or process, otherwise known as a "facilitation payment", is also strictly prohibited. Facilitation payments are not commonly paid in the UK, but they are common in some other jurisdictions.

Responsibilities and reporting procedure

It is the contractual duty and responsibility of all employees and associated persons to take whatever reasonable steps are necessary to ensure compliance with this Policy and to prevent detect and report any suspected bribery. You must immediately disclose to the Company any knowledge or suspicion you may have that you, or any other employee or associated person, has plans to offer, promise or give a bribe or to request, agree to receive or accept a bribe in connection with the business of the Company. For the avoidance of doubt, this includes reporting your own wrongdoing. The duty to prevent, detect and report any incident of bribery and any potential risks rests not only with the directors of the Company but equally to all employees and associated persons.

The Company encourages all employees and associated persons to be vigilant and to report any unlawful conduct, suspicions or concerns promptly and without undue delay so that investigation may proceed, and any action can be taken expeditiously.

If you wish to report a suspected instance of bribery, you will be protected by provisions of the Public Disclosure Act.

Confidentiality will be maintained during the investigation to the extent that this is practical and appropriate in the circumstances. The Company is committed to taking appropriate action against bribery and corruption. This could include either reporting the matter to an appropriate external government department, regulatory agency or the police and/or taking internal disciplinary action against relevant employees and/or terminating contracts with associated persons.

The Practice will support anyone who raises genuine concerns in good faith under this Policy, even if they turn out to be mistaken. It is also committed to ensuring nobody suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or corruption offence has taken place or may take place in the future.

Record keeping

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off the record" to facilitate or conceal improper payments.

Sanctions for breach

A breach of any of the provisions of this Policy will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal.

As far as associated persons are concerned, a breach of this Policy could lead to the suspension or termination of any relevant contract, sub-contract or other agreement.

Agreed and Accepted

As a sign of acceptance you should sign the induction sheet to confirm you have fully read and understand this policy document and that you confirm you will follow the conditions contained within this policy.

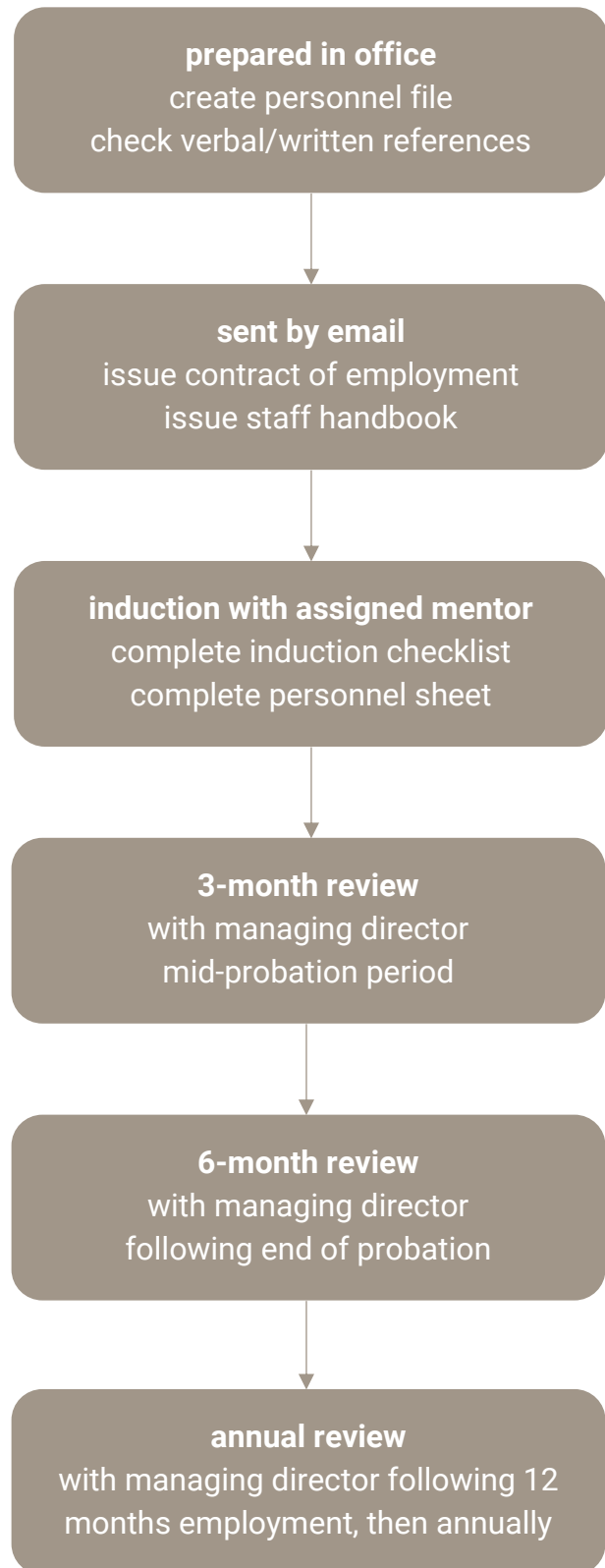
Illustrated – Recruitment

The flowchart below shows our procedure through the recruitment process.



Illustrated – Employment

The flowchart below shows our procedure throughout employment.



Illustrated – Training

The flowchart below shows our procedure for training.

