

HEALTH & SAFETY POLICY

RDP places great importance in Health and Safety. Effective Health and Safety Management is a key element in all of our business objectives. The Practice's Health and Safety Policy is set out in detail in the Office Manual issued to all staff.

It is the policy of the Practice to provide and maintain safe and healthy working conditions for all employees, and to provide such information, training and supervision as is reasonably needed for the purpose. This policy similarly applies to other people visiting or working in the Practice's offices. Every member of staff is expected to take care of their own safety and that of colleagues and visitors to the Practice's premises and co-operate with others in following Practice policy.

Responsibility for the implementation of the Practice's policy rests with the partners.

Richard Oaten is the Practice's Safety Officer.

The Practice publishes and regularly reviews the assessments, management arrangements and maintains up to date published documents covering the various Regulations. The Practice's Health and Safety policy sets out the principle H&S duties and objectives for achievement by its employees.

To reinforce the need for safety on site we provide detailed preliminaries to any contract document, defining requirements for safe working. In addition our staff are also trained to identify and deal with unsafe construction site practices.

ENVIRONMENTAL POLICY

RDP Architects is committed to the principle of sustainable development and responsible environmental and ecological design with the aim of improving building quality for owners and users.

RDP's main policies to act on this principle are:

Minimise

- Use of high embodied energy or non-recyclable construction materials.
- Use of fossil fuel based energy in both the construction and operation of buildings.

Maximise

- Use of low embodied energy and/or recyclable construction materials.
- Use of renewable and/or 'free' energy sources in both the construction and operation of buildings.
- Secondary sources for degradation result from factors including poor internal spaces; social upheaval and community failure; a reduction in bio-diversity; air; water and soil pollution (additional to energy related).

RDP's initial policies to act on these principles are:

Minimise

- Use of artificial light and ventilation to internal spaces.
- Buildings and spaces with no capacity to accommodate alternative uses.
- Unnecessary use of green field sites and construction of new buildings.
- Imposition of generic building solutions disregarding vernacular experience and local community input.
- Buildings in sensitive environmental areas and those buildings which reject the local environment.
- Use of mains water supply when not necessary.

Maximise

- Use of controlled natural light and ventilation to internal spaces.
- Flexible buildings capable of adapting to new uses.
- Re-use of brown field sites and refurbishment of existing structures.
- Liaison with end-users to form bespoke building solutions for the benefit of occupiers and local communities.
- Consideration of preservation and incorporation of local flora and fauna in the design and operation of buildings.
- Use of grey water recycling.

RDP Chartered Architects LLP
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The architects within this Partnership are
registered as such under the Architects Act 1997

EMPLOYMENT POLICY

Disability

The Company will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible.

If an existing employee becomes disabled, we will continue to make every reasonable effort to continue to provide suitable employment in the same job or an alternative job.

Race and Religious Relations

The Company recognises its obligations set out in the Commission for Racial Equality's Code of Practice in employment, approved by Parliament in 1983 and our statutory obligations under the Race Relations Act 1976.

The Company will not treat one group of people less favourably than others because of their colour, race, nationality, religion or ethnic origin, particularly in relation to recruitment, training and promotion.

We believe that diversity is an essential ingredient of the RDP culture and that the composition of our staff should ideally reflect that of today's society.

The Company recognises that discrimination or harassment within the workplace of any individual on the grounds of race, nationality, colour, religion or ethnic origin is unacceptable. It is the duty of all staff to accept their personal responsibility in the implementation of the policy.

Any employee who believes that he or she has been unfairly treated in any sense associated with this policy should raise the matter with a partner.

Non Harassment

The Company recognises that harassment in the workplace, in any form, is unacceptable and in most cases, unlawful. We are committed to ensuring that we are able to provide a working environment, which is harmonious and acceptable to all.

It is the duty of each employee to respect the feelings and well being of all their colleagues. What might be acceptable to one person might be upsetting and/or intimidating to another person.

Harassment in any form of unacceptable language or behaviour, which causes the recipient of such actions to be embarrassed, offended, or threatened. It can take many forms and can range from relatively mild banter to actual physical violence.

The following outlines examples of the type of behaviours which the Company would consider constitutes harassment, for which the perpetrator(s) will be liable for disciplinary action and in serious cases liable to summary dismissal.

- Coarse, racist or insensitive jokes and pranks.
- Coarse, racist or insensitive comments about appearance or character.
- Display of offensive material – written or pictorial.
- Deliberate exclusion from work related conversations or activities.
- Unwelcome familiarity or body contact.
- Abusive, insulting, or threatening language.
- Demands or threats to obtain favours, or intimidate.
- Threatened or actual violence.

The list is not exhaustive.

EQUAL OPPORTUNITIES POLICY

General Policy

The Practice is an Equal Opportunity Employer. Equal opportunity is a core value in all aspects of our employment policy and practice and covers everybody on our Company. This means that we shall not discriminate in any way (either directly or indirectly) against any individual on the ground of colour, race, religion, nationality or national or ethnic origins, age, sex or marital status, pregnancy or sexual orientation or disability. We believe that diversity is an essential ingredient of the RDP culture and that the composition of our staff should ideally reflect that of today's society.

We expect our staff to ensure that they promote this approach in all aspects of their dealing with people. Acts of discrimination or victimisation will not be tolerated by the Practice. Staff will be expected to comply with this policy in all respects and at all times and to ensure that their actions, as individuals, do not bring the Practice into disrepute. If an employee is unclear as to the provisions of the legislation, or as to how to deal with any particular problem, he/she should contact Stuart Rumsey for assistance and guidance.

To ensure that any direct or indirect discrimination or victimisation does not occur, recruitment and other employment decisions will be regularly monitored, and we acknowledge the specific responsibilities of management in this regard.

Selection criteria and procedures will also be regularly reviewed in the light of nationality or national or ethnic origins, sex or marital status, pregnancy or sexual orientation, or disability to ensure that they are not adversely and unjustifiably affecting the opportunities of any particular person, and that in recruitment, remuneration, training and promotion, all candidates or employees are considered solely on the basis of their relevant merits and abilities.

All employees will be given equal opportunities and encouraged to progress within the organisation.

Any member of staff who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter with Stuart Rumsey.

QUALITY ASSURANCE POLICY

Responsibility for quality control is exercised at Partner level. RDP operates the RIBA Quality Management System, which strives to conform to ISO 9002 and is intended to allow accreditation in due course. It is the Practice's aim to:

- Produce good design solutions.
- Achieve, sustain and improve the high quality of architectural services provided in a manner that will continually meet the stated, implied and perceived need of the partnership's clients in a cost-effective way.
- Provide an assurance to clients that the intended quality of services will be, is being and has been achieved.

Close liaison between the client and the project Partner ensures good feedback into the design process and prompt resolution of any problems arising. The Practice's Quality Assurance system is an interactive process and is updated to reflect the continual learning experience from our projects. Within the Practice, all projects are regularly reviewed (as part of our QA procedures) for design quality, programme and budget. Staff performance on individual projects is naturally reviewed as a part of this process the whole being informed by client comment. Such reviews will result in any necessary actions to enhance the progress, quality and economy of the project, either in-house or at the interface with the client.

The whole process is intended to monitor and improve the Practice performance, provide feedback to the client as necessary without creating an overly bureaucratic and paper-driven process, which may ultimately detract from the actual job in hand.