Urbis Consulting Ltd T/A MDA Corporate Policy

Employment Training & Equal Opportunities

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Version 4	Sept 2026	Yearly audit	MD	
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Employment Training & Equal Opportunities

1.0 Scope
Projects will only be undertaken by those with the necessary skills and competency specific to fulfil the requirements of the project. Where required for larger contracts, teams will be managed and mentored by a Director or member of Senior Management to maintain quality.

2.0 Employment Training
Urbis Consulting supports all relevant training and certification and meets all or part of the cost of these courses on a case by case basis.

We cover the RIBA & ARB or MCIAT membership fees for all qualified or chartered members.

In addition to in-house Continuing Professional Development (CPD), including those covering RIBA Core Curriculum subjects, we have an annual personal allowance of up to £250 to use on CPD related expenses, such as courses, lectures or conferences.

All RIBA Stage 1 and Stage 2 study leave allowances are provided in accordance with RIBA regulation guidlines.

Those employees requiring mentoring for their Professional Experience and Development Record (PEDR) are allocated an appropriate mentor in line with RIBA guidelines for the duration of their studies.

Staff development is monitored via annual reviews, which also offer an opportunity to discuss the coming year's goals and our long term aspirations.

3.0 Equal Opportunities
It is our policy and our practice, in accordance with the statutory obligations under the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equality Act 2010 not to treat any one or group of people less favourably than others because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief or sexual orientation with regard to decisions related to recruitment, selection, training, promotions, discipline and dismissal and to take all necessary measures to ensure that discrimination is avoided in the services we provide or in our role as employers.

We observe as far as possible the Commission for Racial Equality's Code of Practice in Employment 2006. Open recruitment methods are employed when the Practice is recruiting staff e.g. through the use of advertisements in the regional and architectural press or via the Practice web site.

It is also the company's policy to comply with the Sex Discrimination Act 1975, the Equal Pay Act 1970, the National Minimum Wage Act 1998, the Employment Equality Regulations 2003 on Religion or Belief and Sexual Orientation, the Employment Equality Regulations 2006 on Age and the Code of Practice for the Elimination of Discrimination in the Field of Employment Against Disabled People or Persons who have had a Disability.

Mike Daubney, Director responsible for personnel issues, is available on a day to day basis for staff to approach within a confidential setting should they have any concerns over their treatment by either the management or other staff. Victimisation, discrimination or harassment on racial grounds are disciplinary offences within the Practice.

Mike Daubney, Director, is responsible for the policy and its effective operation as well as appropriate training for Senior Management. Mike undertakes regular monitoring of the numbers of employees from different ethnic groups and if this indicates under-representation of particular ethnic groups, will take actions to check that the rest of the Practice's policy is being used effectively within the firm and to make changes if necessary.

Our Equal Opportunities Policy Statement is displayed on the office notice board and issued to all employees at commencement of their employment.

For Urbis Consulting Ltd T/A MDA, Version 4 – September 2026
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