

# Equal Opportunities Policy

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## Purpose

To promote equal treatment for all workers irrespective of race, age, colour, nationality, ethnic origin, religion or belief, disability, gender, gender reassignment, marital status, sexual orientation or Trade Union membership (if applicable), or any other basis protected by applicable law, and to ensure that this is managed in such a way that the company complies with relevant legislation and Codes of Practice, and to promote a culture of inclusion.

## Scope

All employees, contractors, agency workers and job applicants (referred to throughout this policy as “Workers”). This policy has particular relevance to all those concerned with recruitment, training and promotion procedures and/or decision making.

## Policy Statement

STELLIFY MEDIA is committed to equality of opportunity in all its employment practices, policies and procedures. No worker or potential worker will therefore receive less favourable treatment due to their race, age, sexual orientation, colour, nationality, ethnic origin, disability, religion or belief, gender, marital status, pregnancy or maternity leave status, or Trade Union membership (if applicable).

## Recruitment, Transfers & Promotions

Personal details, which are not necessary for a recruitment decision to be made, such as marital status, number of children, next of kin, gender, sexual orientation, age, race should not be requested when considering applications for vacancies. Similarly, internal applicants’ personal information, unless relevant to a selection decision, should not be requested.

Additional details of this nature may be needed from workers for recording and monitoring purposes and any such information required will be requested and kept by the Director of Operations separately and confidentially.

The company shall not insist upon higher education or professional qualifications other than those it considers to be relevant for the job. In assessing qualifications, it should be assumed that overseas diplomas or degrees are of a comparable standard to their UK equivalents. In certain circumstances experience may count as an equivalent to professional qualifications, the requirements for which may then be waived.

All appointments will be made solely on merit and the requirements for the role, regardless of race, sexual orientation, colour, gender, religion or belief, nationality, age, ethnic or racial origin, marital status, disability, Trade Union membership (if applicable), or any other criteria prohibited by applicable law.

The criteria for selecting employees for training opportunities must be non-discriminatory. These will be based upon the workers’ merits and abilities, business needs and the availability of appropriate work-related courses. Whenever practicable, training will be arranged so that all categories of workers may attend (e.g. including part-time workers).

Managers will be encouraged to appraise workers regularly and to discuss suitable development and training opportunities.

## **Redundancy & Redeployment**

The selection for redundancy and/or redeployment must be conducted in a manner that avoids any direct or indirect discrimination, including, but not limited to discrimination on the grounds of pregnancy or for any pregnancy-related reason. Specific additional protection applies to employees on maternity leave. Please contact the Director of Operations should advice in this area be required.

## **Other Policies**

All STELLIFY MEDIA policies including remuneration and benefits are designed to promote equal opportunities for all workers.

## **Monitoring**

Whilst any vacancy application forms will be designed only to ask relevant questions, a separate questionnaire may be provided in order to allow for confidential statistical monitoring in line with statutory guidelines to take place including (but not limited to) protected characteristics such as ethnic origin, disability, sexual orientation, gender and age.

## **Adherence to Policy**

**It is the responsibility of managers/supervisors to:** ensure that the standards established within this policy are adhered to within their area of responsibility.

### **All workers, at every level, must:**

Co-operate with any measures introduced to ensure equal opportunity;

Report any suspected discriminatory acts or practices;

Not induce or attempt to induce others to practice unlawful discrimination;

Not victimise anyone as a result of them having reported or provided evidence of discrimination;

Not harass, abuse or intimidate others on account of their race, gender, sexual orientation, disability, etc.; and

Not canvass job applicants in an attempt to discourage them from applying or taking up a post.

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure and may constitute gross misconduct leading to summary dismissal.

## **Grievances**

Any worker who has a concern regarding the application of this policy should typically make use of STELLIFY MEDIA's Grievance Procedure. (Where there is a concern regarding harassment the particular procedure contained within that policy should be followed).