



## **EQUAL OPPORTUNITIES POLICY**

**Innovation Productions Ltd recognises that it is essential to provide equal opportunities to everyone without discrimination.**

**This policy sets out the organisation's position on equal opportunity - not only for employees but also for our clients and suppliers - and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination.**

**Date Originated: October 2009  
Last Updated: 15<sup>th</sup> February 2017  
Review Date: 15<sup>th</sup> February 2018**

## **Equality and Fairness**

Innovation Productions Ltd is committed to ensuring that everyone who works for Innovation Productions Ltd feels respected and is able to give of their best. We aim to provide equality and fair treatment of all members of the team and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion, age or employment status.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability and all employees will be helped and encouraged to develop their full potential.

### **Innovation Productions Ltd is committed to:**

- Creating an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Creating an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Offering training, development and progression opportunities to all members of the team.

## **Recruitment and Selection Procedures**

- All job vacancies will be promoted in such a way to ensure that awareness of such opportunities is not restricted unjustifiably to certain individuals or groups. All recruitment literature, including advertisements, will only include the essential and desirable requirements that are necessary and justifiable for the effective performance of the job.
- Relevant information – including a detailed job description and person specification - will be made available to all applicants.
- All applicants will be assessed on their ability to perform the relevant duties required, and the selection process will be conducted against defined criteria.
- Wherever possible, a minimum of three people will be involved in the recruitment, interview and selection process – all of whom will be following Innovation Productions Ltd's defined recruitment and selection policies.
- Any subsequent appointment will be on the basis of the best match between the individual and the post, without regard to any other non-material factors, except where there is a genuine occupational qualification.

## **Employment**

Innovation Productions Ltd is fully committed to providing a working environment that offers equal treatment and equal opportunities to all employees and where every employee is treated with respect and dignity.

The company will ensure that no employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.

Equally, all employees have a personal responsibility to treat people fairly, value and respect others and ensure that no one is harassed, victimised or bullied in the workplace. In addition, managers are responsible for ensuring that the policy is fairly and consistently applied in all areas under their control and eliminating any unfair practices of which they are aware, whether or not a complaint has been made.

Managers are also required to promote a work environment in which people have the confidence to report, in good faith, incidents which are discriminatory or personally offensive, and have been briefed to react quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly.

## **Career Development**

Innovation Productions Ltd aims to encourage the training and development of all its employees.

Whilst there will be times when availability of funds will limit the training options available, any restrictions on training opportunities will not directly or indirectly discriminate on the grounds of sex, race, disability or other nonmaterial factor. All employees will be considered for career development and promotion solely on the basis of their merits, abilities and potential.

Further details can be obtained from Andrew Pygott.

## **Provision of Services**

As a company which provides a variety of services, Innovation Productions Ltd will ensure that all clients receive the highest possible standards of service at all times and that its actions do not discriminate directly or indirectly against any individual or group.

Innovation Productions Ltd will also ensure that any contractors or consultants working on its behalf are made aware of the company's Equal Opportunities Policy and conform with the Policy when providing services under Innovation Productions Ltd's name.

## **Diversity resources**

- Legislation

### [The Gender Recognition Act 2004](#)

This Act affords transsexuals legal status in the gender that they live in. It means that transsexual people can marry in their acquired gender, obtain a birth certificate recognising the acquired gender, and obtain benefits and a state pension just like anyone else of that gender.

### [The Civil Partnership Act 2004](#)

This Act allows same-sex couples to make a formal and legal commitment to one another by entering into a civil partnership through a statutory civil registration procedure.

**See also the [Civil Partnership Act Guide for Employers](#), published by the Equality Challenge Unit.**

### [Employment Equality \(Religion or Belief\) Regulations 2003](#)

### [Employment Equality \(Sexual Orientation\) Regulations 2003](#)

Both sets of Employment Equality Regulations outlaw discrimination in employment and vocational training on the grounds of sexual orientation and religion or belief respectively. They outlaw direct discrimination, indirect discrimination, harassment and victimisation.

### [Sex Discrimination \(Gender Reassignment\) Regulations 1999](#)

These Regulations make it unlawful to discriminate on grounds of gender reassignment in employment and vocational training. They amended the Sex Discrimination Act 1975 with effect from 1 May 1999.

### [The Human Rights Act 1998](#)

The Human Rights Act 1998 makes certain rights and freedoms guaranteed by the European Convention on Human Rights (ECHR) enforceable in UK courts, although the ECHR has not been incorporated in its entirety.

### [The Disability Discrimination Act 1995 \(amended in 2005\)](#)

The Disability Discrimination Act (DDA) 1995 gives disabled people rights in the areas of employment, access to goods, facilities and services and buying or renting land or property. This Act also allows the Government to set minimum standards so that disabled people can use public transport easily.

### [The Race Relations Act 1976](#)

This Act provides protection from race discrimination in the fields of employment, education, training, housing, and the provision of goods, facilities and services.

### [Race Relations \(Amendment\) Act 2000](#)

This Act amended the 1976 Act, fulfilling recommendation 11 of the *Stephen Lawrence Inquiry Report* and prohibiting race discrimination in all public functions, (with only a few limited exceptions).

### [The Data Protection Act 1998](#)

This Act gives individuals certain rights regarding information held about them and places obligations on those who process information. Personal information covers both facts and opinions about the individual.

Anyone processing personal information must notify the Information Commissioner's Office (ICO) that they are doing so, unless their processing is exempt. There is a charge for notification.

For more information, see the [Data Protection Act fact sheet](#) published by the Information Commissioner.

#### **Signed by:**

Steve Greenwood, Project & Production Manager

#### **On behalf of:**

Innovation Productions Ltd

#### **Date of:**

Feb 15<sup>th</sup> 2017