



## Screen South Equal Opportunities Policy

### Introduction

Screen South is committed to provide equal opportunities in employment-including all contractors- , in client access to services or volunteering opportunities .This means that all job applicants, employees, contractors, volunteers and clients will receive equal treatment regardless of sex, sexual orientation, marital status, age, race, colour, nationality, ethnic or national origins, disability, religion or belief.

It is unlawful to discriminate against individuals either directly or indirectly in respect of their race, sex or disability. The Race Relations Act 1976, the Sex Discrimination 1975 and the Equality Act 2010 and subsequent amendments apply.

It is the personal responsibility of all staff, members of the Board or Screen South, contractors, volunteers and anyone undertaking work on behalf of Screen South to adhere to this policy. Screen South actively promotes equal opportunities and each member of staff, contractor or volunteer has a stated commitment to this policy within the job description for their post.

### Definitions

The following are types of discrimination which are against Screen South's policy:

- *direct discrimination* - where a person is less favourably treated because of sex, race or disability;
- *indirect discrimination* - where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on one particular group;
- *victimisation* - where someone is treated less favourably than others because he or she has taken action against Screen South under one or other relevant statute.

### Promotion, Appointment and Redundancy

Promotion within, and appointment to Screen South is based solely on merit, and without regard to race, age, colour, sex or disability. Similarly selection for redundancy will not include criteria relating to race, colour, age, sex and disability.

### Monitoring of Policy

This policy will be monitored by Screen South to judge its effectiveness. If changes are required, e.g. as a result of legislation or guidance notes, Screen South will amend this policy. Screen South will treat seriously and take action when any employee has a grievance as a result of discrimination or harassment. These grievances will be dealt with in accordance with the Grievance Procedure as detailed elsewhere in contracts of employment for Screen South staff.

## **Disabled Workers**

Screen South recognises that it has clear obligations towards all its employees and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the company.

In addition to complying with the requirements of the Equality Act 2010 or any subsequent amendments, Screen South will follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs.

When employees become disabled in the course of their employment, reasonable steps will be taken, to accommodate their disability by making adjustments to their existing employment, working conditions or redeployment and, through appropriate retraining to enable employees to remain in employment with Screen South wherever possible.

## **Discrimination and Harassment**

Through its policies and procedures Screen South will actively seek to counter all forms of discrimination and harassment. All members of Screen South staff, members of the Board, external advisors and those undertaking work on behalf of Screen South are responsible for ensuring good practice and to exercise sensitivity and courtesy in their relations with others.

## **Complaints**

Any member of staff may use the Grievance Procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the Grievance must be taken immediately to the Managing Director.

## **Discipline**

Any employee or any member of staff working on behalf of Screen South found to have discriminated or harassed any other employee on the grounds of race, age, sex or disability will be subject to Screen South's Disciplinary procedure. Such cases may be deemed to constitute gross misconduct and as a result summary dismissal may apply.

## **Equal Opportunities Monitoring**

All employees and future job applicants will be asked to complete a form denoting their gender, race, age, ethnic origin and any disabilities. Screen South guarantees that this information will be used in accordance with the principles of the Data Protection Act for the purpose of monitoring the effectiveness of its Equal Opportunities Policy.

## **Publicity**

Screen South will aim to ensure that all literature and images associated with its activities will respect the balance of the community it serves and fairly represent all groups. In its publicity, Screen South will aim to use a style and mechanisms that facilitate access to information and opportunity to all sections of the community. Screen South will advertise the opportunities and services it has to offer in such a way as to allow access by all sections of the community, not least those who are un-represented within Screen South.

Screen South recognises that actively seeking to support the needs of all relevant sections of the community represents good practice in relation to equality and would assist the pursuit of its stated objectives.

### **Service Providers and Visitors of Screen South**

Screen South will take all reasonable steps to ensure that those who provide services to or visit Screen South are aware of and observe the Equal Opportunities Policy. It is the responsibility of the relevant manager or host to ensure that providers and visitors behave appropriately in respect to equal opportunities.