

# 2 CHESTERFIELD STUDIOS – EMPLOYMENT POLICIES AND PROCEDURES

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## 2.1 EQUAL OPPORTUNITIES POLICY

### 2.1.1 POLICY STATEMENT

Chesterfield Studios is an equal opportunity employer and is committed to treating all its employees and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

It is the policy of the Company to take all reasonable steps to employ and promote employees on their abilities and qualifications without regard to the protected characteristics.

### 2.1.2 AIMS AND OBJECTIVES

In order to achieve the principles of the Policy Statement Chesterfield Studios will:

- Create an environment where people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continue to develop awareness in all staff of equal opportunities
- Employees must not harass, bully or intimidate other employees for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct.

### 2.1.3 RESPONSIBILITIES

The Operations Director will ensure that:

- this Policy is properly implemented and reviewed
- staff members are aware of their responsibilities

### 2.1.4 DEFINITIONS

#### **PROTECTED CHARACTERISTICS**

- Age
- Disability
- Gender
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origins)
- Religion or belief
- Sex and/or sexual orientation

#### **DIRECT DISCRIMINATION**

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not.

Discrimination after employment is also unlawful if it arises out of and is closely connected to the employment relationship, for example refusing to give a reference or providing an unfavourable reference for a reason related to one of the protected characteristics.

### **INDIRECT DISCRIMINATION**

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant or employee. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- It is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic
- The PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it
- It puts, or would put, the job applicant or employee at that disadvantage
- It cannot be shown by the Company to be a proportionate means of achieving a legitimate aim

### **2.1.5 PROCEDURE**

- The Operations Director will implement and review the Equal Opportunities Policy
- Incidents should be reported to the Operations Director

### **GRIEVANCES and COMPLAINTS**

All allegations of discrimination will be dealt with immediately, seriously and confidentially. Chesterfield Studios will take complaints about unlawful discrimination from employees very seriously. Such complaints should be raised promptly.

Employees will not be penalised for raising a grievance, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

### **MONITORING**

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, they will be implemented. Chesterfield Studios will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.