

Injected Media Limited Trading as Evatic Studios			
DOCUMENT TITLE	<b>EQUAL OPPORTUNITIES &amp; DIVERSITY STATEMENT</b>		
Document Number	<b>INT - TBA</b>		
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Revision	First Issue	Effective Date	DRAFT

## Working Towards Equal Opportunities and Diversity

### **Policy Statement and Commitment to Action**

#### **Policy Statement**

Injected Media is working towards equal opportunities and diversity within its establishment. The Company recognises its legal and moral responsibilities to be fair. The Company will endeavour to ensure that all employees, potential employees, clients and customers are treated consistently with respect to, and in accordance with the principles of equal opportunities and human dignity.

The Company will ensure that, during their dealings with us, no one is treated less favourably on the grounds of race, colour, gender, language, age, religion or belief, disability, sexual orientation, or any other grounds (as outlined in the Human Rights Act 1998) which cannot be justified.

The Company policy relates to the following areas:

#### **Employment**

The Company will ensure:

- That all employees have equal access to jobs at every level within the organisation.
- That all employees have equal opportunities for training, career development and for promotion.
- That we endeavour to adopt appropriate Positive Action initiatives designed to achieve a composition of a workforce, which closely mirrors the community we serves.
- That all job applicants are treated with dignity and respect at every stage of their contact during the recruitment and selection process, in the arrangements for employment, and in the terms and conditions of employment.

#### **Service Delivery**

The Company will ensure:

- That all of the services we are responsible for, whether provided by our own workforce or on our behalf, are made available to all service users with due regard to the principles of equal opportunities and fairness.

- That all service users are treated with dignity and respect and in accordance with the principles of human rights.

### **Contracts**

The Company will ensure:

That all contractors directly supplying us with goods or services or executing works for, or on our behalf, comply with the equal opportunities legislation of the United Kingdom, European Union Directives on equal opportunities and the Company's own Contract Equality Scheme.

### **Commitment to Action**

The Company is committed to developing and adopting a coherent and strategic approach to the implementation of this policy.

The Company will ensure that equal opportunities and the principles of fairness underpin all aspects of the policy, procedure and service development, community consultation and the democratic machinery and processes across the board.

In Relation to Equal Opportunities in Employment and Workforce Diversity

### **Our Commitment requires:**

- That all recruitment and selection procedures comply with the letter and spirit of this policy.
- That a programme of recruitment and selection training is provided for all those involved in recruitment and only those employees who have received the appropriate training chair recruitment panels.
- That all vacancies for jobs of six months or more duration are advertised publicly, using a combination of sources e.g. the job centre, internet, community centres etc. so as to ensure that the advertisements are seen by all sections of the community.
- That we endeavour to promote this policy in all job advertisements.
- That we monitor every recruitment activity to discover whether we are receiving applications from all sections of the community and to ensure that the recruitment and selection process is carried out as objectively as possible, and within the remit of this policy.
- That we endeavour to accommodate specific individual needs such as sign language interpreters, during the recruitment process.
- Those employees whose actions contribute to a breach of any part of this policy are subject to the Companies disciplinary procedure.
- That all personnel policies, procedures and other management practices and schemes comply with the letter and spirit of this policy.
- That we maintain a work environment that is free of discrimination, harassment and bullying.
- That all employees have equal access to training, career development, promotion and progression in line with their talent, ability and aspirations.
- That we develop and adopt a series of Positive Action measures, where appropriate, to attract and retain employees from diverse backgrounds with a diversity of life skills which may enrich the Company.

### **In Relation to Access to Services**

Our Commitment requires:

- That all employees are made aware of their rights and responsibilities under the policy and are equipped with key customer care skills necessary for delivering quality services to all customers. This entails workforce training in customer care skills, equal opportunities and cultural diversity awareness.
- That, wherever practical, we take action to ensure that all our public buildings and premises have adequate facilities and access to accommodate the needs of people with disabilities.
- That as far as practicable all events, functions and activities organised by us include appropriate provisions for the needs of people with disabilities.
- That we consistently draw the attention of developers to their obligations under the Disability Discrimination Act (1995) and the appropriate design notes and codes of practice during their application for a planning consent.
- That we adopt a proactive approach towards encouraging all applicants for planning consent to make adequate provision for people with disabilities, including suitable access arrangements for new buildings and the provision of a proportion of mobility standard homes on new housing developments.
- That we endeavour to provide translation and interpretation support for residents whose first language is not English in order to enable them to access services fairly and on equal terms. Similarly we will make information available in a range of formats in order to meet the needs of people with sight and other sensory disabilities (e.g. large print documents, Braille and British Sign Language).
- That all service units and/or clusters set targets for equal opportunities in their respective services in support of the policy, and adopt measures to proactively promote the policy and to deliver equal opportunities.

### **Ensuring Fairness, Consistency and Equality through Contracts and Supply of Goods and Services**

Our Commitment Requires:

That we develop appropriate procedures aimed at ensuring that all individuals, companies or organisations who carry out work on our behalf and/or provide us with goods and services, comply with the equality legislation of the United Kingdom, the European Union Directives on equal opportunities and with the Company's Contracts Equality Scheme.

### **Monitoring, Reviewing and Evaluating Performance**

Our Commitment Requires:

- That we liaise with and consult the Race & Disability Equality and other relevant Forums, local community organisations / associations, businesses and statutory agencies as appropriate, to promote equality of opportunity and to secure best value for the City's residents.
- That the overall responsibility for the development and the implementation of this policy rests with Corporate Personnel Services under the delegation of the Managing Director.
- That all directors are ultimately responsible for the development, implementation and the progress of the equal opportunities policy objectives of their service units/clusters.
- That the effectiveness of the policy is monitored through the publication of the Equal Opportunities Report. Furthermore, that every edition of the Report shall include equality targets and action plans which are specific, measurable, achievable, realistic and time-scaled for all service units and/or clusters. This report will also include corporate targets developed by Corporate Personnel Services on behalf of the Company.

- That all managers are proactive in implementing the Company's Harassment and Bullying Policy including appropriate monitoring systems to ensure that the policy is observed in spirit and letter in their area.
- That this policy is reviewed regularly in line with changes in legislation and the Company's objectives and priorities.

## **References and Supporting Information**

### **Supporting Information on the Companies Policy and Statement**

- The Code of Practice on Harassment and Bullying
- Equal Opportunities Report
- Recruitment and Selection Manual
- Race Equality Scheme

All of the Company's Policies and Procedures reflect its commitment to equal opportunities and diversity.