



Equal Opportunities and Diversity Policy

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1.Statement

Parkes Productions Ltd is committed to promoting equal opportunities for all, irrespective of colour, race, religion or belief, ethnic or national origins, gender, marital/civil partnership status, sexuality, disability or age.

Parkes Productions Ltd is committed to reflecting the diversity of the UK and to making its services accessible to all. This applies both to our output, and the people who work with and for us.

Parkes Productions Ltd aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone.

2.Definitions

2.1 Equal opportunity

Equal opportunity is about complying with our legal obligations to provide equal access to opportunities and services for everyone. It is also about removing any barriers or discriminatory practices that may affect particular groups.

2.2 Diversity

A concept based on the principle that everyone is different in some way, and that taking an inclusive approach brings benefits and advantages. It is about recognising, respecting and valuing the differences that everyone has.

2.3 Direct Discrimination

Direct discrimination takes place when a person is treated less favourably than another (in the same circumstances) on grounds such as but not limited to race, colour, national or ethnic origin, sex, marital status, sexual orientation, disability, class, age or religious belief.

2.4 Indirect Discrimination

Indirect discrimination means applying a condition, or requirement which adversely affects one particular group considerably more than another, and cannot be strictly justified in terms of the requirements for performing the job.

2.5 Racial discrimination

Discrimination on the grounds of colour, race, nationality (including citizenship), ethnic or national origins. The policy is directed towards the effects of racial discrimination in employment, as set down in the Race Relations Act 1976.

2.6 Sex Discrimination

Discrimination on the grounds of a person's sex or marital status. Parkes Productions is committed to countering discrimination against women in all its forms including the recognition that employment practices should acknowledge the demands of childcare and the care of other dependants.

2.7 Discrimination on the Grounds of Sexual Orientation

Discrimination on the grounds of not being heterosexual. Parkes Productions acknowledges that discrimination against lesbians and gay men is more complicated by the fact that lesbians and gay men are not necessarily identifiable. We remain committed to acknowledging different sexualities and supporting job applicants and employees regardless of their sexual orientation.

2.8 Discrimination on the Grounds of Religion

Where the employees have particular cultural or religious needs or concerns which may conflict with existing work requirements. Parkes Productions will consider whether it is reasonably practicable to vary or adopt these requirements to enable any such need to be met. We endeavour to ensure the religious feelings or conscience of all staff are taken into consideration during the duration of any employment or task.

2.9 Discrimination on the Grounds of Class

In the area of recruitment and promotion, all stated entry requirements must be clearly justifiable in terms of the principal functions of the post. Any skills specified should be strictly relevant to the requirements of the job. These should not be unnecessarily restrictive so as to exclude any disadvantaged group or class.

2.10 Harassment

Harassment is defined as: unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment for that person. The courts have provided three further guidelines, as follows.

1. Harassment is normally characterized by more than one incident of unacceptable behaviour, particularly if it reoccurs once it has been made clear that the recipient regards the behaviour as offensive. However, just one incident may constitute harassment if it is sufficiently serious.
2. Each employee is free to decide what behaviour is either acceptable or unacceptable. So, it does not matter what the harasser thinks, or indeed what other colleagues may think. If the employee being subjected to the behaviour finds it unacceptable and she or he feels damaged or harmed by it, this constitutes harassment.

Silence is not necessarily acceptance of one individual's behaviour towards another. In many cases, victims may be reluctant to complain because, for example, of the seniority of the harasser, fear of the consequences in terms of their job security or the fear that no one will believe them.

2.11 Bullying

Although there is no specific legislation outlawing bullying in the UK, bullying can lead to claims of unfair constructive dismissal against the employer. Bullying is a gradual wearing down process that makes individuals feel demeaned and inadequate. In order to solve the problem of workplace bullying, it has to be recognized. A working definition of bullying is:

Any unsolicited or unwelcome act, which humiliates, intimidates or undermines the individual involved and which is aimed at making that person feel worthless. It is for each individual to determine what is acceptable to him or her and what he or she regards as offensive. Parkes Productions will not condone any harassment/bullying of any employee and is committed to grievance and disciplinary procedures that will provide the appropriate redress.

2.12 Sexual harassment

Sexual harassment is a form of sex discrimination and is unlawful. It occurs in a variety of situations which all share a common aspect, the inappropriate introduction of sexual activities or comments into the work situation. All employees have the right to work in an environment free from sexual intimidation.

Sexual harassment takes many forms, from relatively mild sexual banter to actual physical violence. Employees may not always realise that their behaviour constitutes sexual harassment but they must recognise that what is acceptable to one person may not be acceptable to another. Sexual harassment is unwanted behaviour of a sexual nature by one employee towards another such as:

- ▶ insensitive jokes and pranks
- ▶ unnecessary and unwelcome physical contact, touching or patting
- ▶ suggestive and unwelcome comments or gestures emphasising the sexual orientation of an individual or of a group
- ▶ unwelcome or derogatory remarks regarding the sexual orientation or preference of an individual or a group, including speculation about a person's private life and sexual activities
- ▶ unwelcome requests for social-sexual encounters or favours
- ▶ display of pornographic pictures
- ▶ acts such as indecent exposure or sexual assault

Sexual harassment occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment, or for social life.

2.13 Racial harassment

Racial harassment is difficult to define in terms of what is acceptable or unacceptable behaviour, but may be defined as a hostile or offensive act or expression by a person or group of one ethnic origin against a person or group of another, or incitement to commit such an act, on racial grounds. Such behaviour includes:

- ▶ Derogatory name-calling.
- ▶ Insults and racist or religious jokes.
- ▶ Ridicule of an individual for cultural differences.
- ▶ Exclusion from conversations, normal work activities or social events.
- ▶ Unfair allocation of work or responsibilities.
- ▶ Racist graffiti or insignia.
- ▶ Displaying abusive writing and pictures
- ▶ Verbal abuse or threats.
- ▶ Physical attack.

Racial harassment occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment, or for social life. Differences of attitude or culture and the misinterpretation of social signals can mean that what is perceived as

racial harassment by one person may not seem so to another. The defining features, however, are that the behaviour is offensive or intimidating to the recipient and would be regarded as racial harassment by any reasonable person.

2.14 Disability

The Disability Discrimination Act 1995 defines "disabled person" as a person with "a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities" (S1).

3.Responsibilities

Everyone has an obligation to act in accordance with the Parkes Productions Equal Opportunities Statement. Everyone must ensure their own behaviour does not cause offence to others. Staff who have concerns or issues in relation to equal opportunities and diversity, are encouraged to raise this with management as soon as possible.

Any Parkes Productions employee who suffers harassment will have the full support of Parkes Productions in putting a stop to it. Anyone who experiences or witnesses an incident of harassment should not wait until the situation reaches an intolerable level - action taken at once can be quickly effective. Parkes Productions will also support members and staff against false accusations of harassment, bullying, intimidation and unfairness.

4. Raising Concerns

All staff are required to comply with the principles of this policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Where staff raise an allegation of discrimination arising in the course of day-to-day working, the grievance procedure should be followed).

All employees have a right to a working environment free from harassment. Parkes Productions is opposed to harassment in any form and is committed to providing a workplace in which the dignity of individuals is respected.

Parkes Productions Ltd

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