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Equal Opportunities Policy v1.1

Approved by Stuart Warren on 02.11.2009. A paper copy of this policy is kept in the office. By virtue of creating this Equal Opportunities Policy, Warren Creative has ensured that it remains legible and is fully identifiable. This policy will be reviewed annually.

Definitions

For the purposes of this document, the following terms apply:

Senior management is defined as the directors, officers and senior managers of the organisation.

Discrimination is defined as the direct or indirect unequal or differential treatment that can lead to one person being treated more or less favourably than others would be in similar circumstances on the grounds of age, colour, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation.

Policy Statement

Warren Creative commits to:

- provide a working environment where there is equality of opportunity and freedom from unlawful discrimination on the grounds of age, colour, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation;
- remove unfair and discriminatory practices from within the company;
- provide a service to its customers that does not discriminate upon them through the mean by which they can access the company's products and services;
- ensure that assessment, development, promotion, recruitment, redundancy and service provision are determined on the basis of capability, experience, productivity, qualifications and skills; and
- review and revise this policy as necessary at regular intervals.

Signed: 

Date: 18.01.2012

Signed on behalf of Warren Creative by Stuart Warren

Responsibilities

The overall and final responsibility for the implementation of this policy is that of the company directors. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to Stuart Warren. All employees must co-operate with supervisors and managers in the implementation of this policy. Individual employees can be held liable for discriminatory practice by and employment tribunal. This can also result in them being responsible for the payment of compensation. Breaches of this policy should be reported to Stuart Warren. Warren Creative will, where possible, ensure that all sub-contractors and other agents act in accordance with this policy, but accepts no responsibility for their actions in regard to this policy.

Specific arrangements:

Age

Redundancy payments (and the calculation thereof) are exempt from this policy.

Disability

In order to give disabled persons as much access to services as those who are not disabled, and in order to ensure they have equal opportunities for employment, training and promotion, reasonable adjustments will be made in the following areas:

- Premises;
- The employee's duties;
- The employee's role;
- The employee's working location;
- Availability and flexibility of time off work for medical treatment or rehabilitation;
- Training, mentoring and development; and
- Availability of suitable equipment and training.

Employee advice and support

For third-party advice and support, employees should contact one of the organisations listed below:

- Equality and Human Rights Commission
- Citizens Advice Bureau
- Community Legal Services Direct
- Direct Gov