

## Creative Process Digital Equality and Diversity Policy

### Policy Statement

1. Creative Process Digital recognises that discrimination and victimisation is unacceptable and that it is in the interests of Creative Process Digital and its employees to utilise the skills of the total workforce. It is the aim of Creative Process Digital to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

## **Our Commitment**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with the Board of Management.
- The policy will be monitored and reviewed annually

## **Responsibilities of Management**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Directors / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- recruitment, delivering and development will feature equity and diversity through policy, procedures and practices
- proper records are maintained

The CEO will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

## **Responsibilities of Staff**

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;

- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

### **Third Parties**

Third-party harassment occurs where a Creative Process Digital employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Creative Process Digital will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. Creative Process Digital will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

### **Related Policies and Arrangements**

All employment policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

### **Rights of Disabled People**

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **Equality Training**

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Formal training (certificated) is undertaken annually. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

Creative Process Digital is committed to promoting equal employment opportunities in the pursuance of its entire works. We will strive to ensure that individuals we work with are not discriminated against on any grounds.

## **Recruitment and Selection**

It is our policy that all suitably qualified candidates should be made aware of and are able to apply for any vacancies that arise in Creative Process Digital's work. All members of the community as well as current employees of Creative Process Digital should have full and fair consideration for all job vacancies and apprenticeships.

Selection will be determined by the requirements of the job and the individual's ability, competence and development potential to fulfill those requirements.

### **Recruitment and selection procedures (employees and apprentices):**

When a post becomes vacant a full job description and person specification will be prepared for approval by the SMT. This will be checked to ensure that it contains no direct or indirect discrimination.

The above will form a basis for the context of the advertisement and for the selection of candidates for interview and appointment; where possible the interview panel will be appointed straight away and will meet to check the description, person specification and advert. The selection of the interview panel must be made with sensitivity to creating a balanced and welcoming experience for applicants.

All vacancies will be advertised. Copy for the advertisement should be checked to ensure that the wording contains no indirect discrimination and will include a statement saying that Creative Process Digital is an equal opportunities employer.

Advertisements will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. All descriptions and specifications will include only requirements necessary and justifiable for the applicant's suitability for the job.

It is the responsibility of interviewers to ensure that interview questions relate to job specification and person specification only.

The ultimate intention is to recruit the best candidate/apprentice based on the specification for the job, and without discriminating against any individual for any of the reasons listed above.

A full audit trail of all the papers relating to the filling of any post will be kept and made available to any candidate who feels they have been discriminated against or treated unfairly.

### **Implementation Plan**

- Creative Process Digital deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

- If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

### Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

### Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Company Chief Executive.

### Action Plan

Action	Person Responsible	Completion Date
<ul style="list-style-type: none"> <li>• Monitor participation and success by gender and ethnic minority groups</li> </ul>	CEO	On-going quarterly data report
<ul style="list-style-type: none"> <li>• Complete annual Quality and Diversity calendar</li> </ul>	Marketing Manager	15/12/2022
<ul style="list-style-type: none"> <li>• All staff to complete the ETF Prevent training course</li> </ul>	CEO	15/12/2022
<ul style="list-style-type: none"> <li>• All staff to complete the ETF Equality Diversity and Inclusion training course</li> </ul>	CEO	15/12/2022

This policy will be kept up to date, will be reviewed at least annually and is signed by Creative Process Digital's CEO.

Review Date:	18 <sup>th</sup> January 2022
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Signed:	 A handwritten signature in black ink, appearing to be 'Chris Wood', is centered within the cell.	Name:	Chris Wood CEO
Previous Date:	2 <sup>nd</sup> February 2021		