

Creative Process Digital Equal Opportunities Policy

Aim

The aim of the policy is to give a framework to the directors and staff of Creative Process Digital to take all necessary steps to ensure the work of Creative Process Digital complies with current best equal opportunities practice; both in regard to employment and recruitment issues as well as its delivery of services and partnerships working with other organisations.

This policy

Statement of Intent

Creative Process Digital recognizes that some people in British society face discrimination in employment and access to services because of their colour, race, disability, gender, religion, sexuality or age. We are committed to opposing all of these forms of discrimination.

Creative Process Digital is committed in its work to opposing all forms of unlawful and unfair discrimination and recognizes that this must be reflected in our policies and practices relating to management, staffing, working with partners and service delivery.

This policy sets out Creative Process Digital's position on equal opportunities in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability as defined by the Disability Discrimination Act 1995, part-time and fixed-term contract status, age, sexual orientation or religion.

Definition of Discrimination

(a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

(c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

Examples include:

- seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
- demanding technical qualifications for a job which are not strictly necessary;
- sending only full time employees on training courses.

Implementation

Creative Process Digital will seek to implement a programme of positive action to make sure this policy is fully effective and we will introduce measures to combat all direct and indirect discrimination in our recruitment of staff, work with partners and provision of services.

Creative Process Digital will provide induction to all new staff and sub-contractor staff working on behalf of Creative Process Digital, information and ongoing support to help them carry out this policy effectively:

- To ensure that all staff and sub-contractors are aware of Creative Process Digital's equal opportunities policy and the provision of anti-discrimination legislation.
- To ensure all staff and sub-contractors are sensitive to discrimination and are able to avoid attitudes and discrimination about particular groups.
- To enable staff and sub-contractors who are involved in the recruitment and selection of staff and government funded learners to be more effective in their implementation of the policy.
- To make sure that staff, sub-contractors and board members are fully aware of all equal opportunities issues when designing or delivering services either solely or in partnership with other organisations.

Recruitment and Selection

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.

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.

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:

- When a post becomes vacant a full job description and person specification will be prepared for approval by the board. 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 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.

Appraisals, Training and Career Development

Creative Process Digital will ensure that all employees receive fair appraisals, which accurately reflect their line manager's opinion of their performance and also allow the person under review to comment on their assessment.

All employees will be provided with the appropriate development opportunities to meet their full potential – these will include training, job experience and special projects.

Monitoring

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

Disciplinary Procedures

When exercising Creative Process Digital's disciplinary procedures it is the staff and the director's responsibility to ensure that there is no condition or requirement that disadvantages a particular employee because of their colour, race, gender, religion, sexuality, disability or age. Any disciplinary action will follow the process laid down in Creative Process Digital's disciplinary procedure.

Grievance Procedures

Creative Process Digital emphasizes that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

Grievances concerning equal opportunities at work will follow Creative Process Digital's grievance procedure. Individuals will not be disadvantaged because they have invoked the grievance procedure and such action, alone, will not prejudice the employee's current employment or their future career development.

Creative Process Digital will ensure that all government funded learners it works with are familiar with their own employer's policies and procedures and where there are none that the employer uses Creative Process Digital's policies and procedures.

Creative Process Digital will ensure that all sub-contractors have adequate policies and procedures in place and will monitor their effective implementation (where appropriate). Creative Process Digital will, as part of the procurement process, provide sub- contractors with guidance on which policies and procedures should be used for government funded programmes.

Action Plan

Action	Lead	When
Regularly review our facilities to ensure accessibility, or take action to accommodate learners where needed	Director	August 2023 August 2024 August 2025
Complete an equality and diversity self-assessment that includes methods of teaching, resources and inclusion	Director	September 2023 September 2024 September 2025
Enhance wider participation and 'bridging the gap' plans to keep abreast of our changing community and their requirements	Director	May 2023 May 2024 May 2025
Monitor data to improve inclusion or performance of specific groups of learners	Director	August 2023 August 2024 August 2025
Review data on achievement and provide support to under-performing groups in order to bridge the gap	Director	August 2023 August 2024 August 2025
Monitor support (ALS or other) provided for learners and measure impact through learner achievement	Director	August 2023 August 2024 August 2025
Encourage learner feedback by actively communicating when surveys are due to be completed to ensure maximum participation	Director	March and May 2023 March and May 2024 March and May 2025
Monitor workforce profiles and publish results alongside learner profiles	Director	October 2023 October 2024 October 2025
Provide staff training that enables them to understand the current equality opportunities policy and their responsibilities within it.	Director	October 2023 October 2024 October 2025