

Equality, Diversity & Inclusion Policy

2.0 | October 2024

Policy Statement

Crackit TV is committed to valuing and promoting equality, diversity and inclusion in all areas of recruitment, employment, training, promotion through to retirement. The Company will help create a working environment where all employees can give their best and develop their potential irrespective of their gender (including sex, marriage and gender reassignment), race (including ethnic origin, colour, nationality, and national origin) disability, sexual orientation, religion or belief and age.

We all have a responsibility to embrace and support this vision and must continue to challenge behaviour and attitudes that prevent us from achieving this. Using fair, objective and innovative employment practices, our aim is to ensure that:

- all employees and potential employees are treated fairly and with respect at all stages of their employment
- all employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on sex, transgender status, marital status, civil partnership status, pregnancy, race, disability, age, political or religious belief or sexuality

All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination. The purpose of this policy is to provide the framework which enables fair treatment in the workplace for all employees. This means an environment free from discrimination, harassment and victimisation.

The Company believes that all employees have a right to be treated with dignity and respect and will take appropriate action if any employee is in breach of this policy.

Scope

This policy applies to all employees, fixed term employees, temporary contractors, contractors and freelancers of Crackit TV.

Statutory Provisions

The Equality Act 2010

Race Relations Amendments Act 2000

Race Relations Amendment Act 2003

Employment Equal Treatment Framework Directive 2000

Employment Rights Act 1996

Employment Act 2000

Protection from Harassment Act 1997

Linked Policies

- Adoption Leave Policy
- Disciplinary Policy
- Flexible Working Policy
- Grievance Policy
- Maternity Policy
- Parental Leave Policy
- Paternity Leave Policy
- Privacy Notice
- Respect & dignity at work Policy
- Shared Parental Leave Policy

Policy Review

This policy will be periodically reviewed as a result of legislative and Company policy changes.

Employer's Responsibilities

- To comply with the letter and spirit of this policy;
- To value equality, diversity and inclusion in our workplace as a means of broadening the Company's recruitment and performance base, achieving the highest levels of performance and enabling all employees to reach their full potential;
- To identify the various behaviours and barriers that discrimination can take and understand the negative effect these can have on the Company and its employees and customers;
- To monitor the application of the Equality Diversity and Inclusion Policy and work towards eliminating any discriminatory practices which limit the Company's ability to be fair and responsible employer.

Employee's Responsibilities

- To respect and support the equality, diversity and inclusion of others;
- To be aware of the various behaviours and barriers that discrimination can take and understand the negative impact that these can have on the Company, colleagues and customers;
- To be sensitive to the potential impact of your own behaviour on colleagues, customers and job applicants;
- To co-operate with management in the elimination of any discriminatory practices which may be identified.

What is Equality?

Employment law sets the framework around equality in that it is unlawful to discriminate directly or indirectly in recruitment, in employment and in some situations after the employment relationship has ended on grounds of gender (including sex, marriage and gender reassignment), race (including ethnic origin, colour, nationality, and national origin) disability, sexual orientation, religion or belief and age.

What is Diversity?

Diversity is an inclusive concept concerned with creating an environment supported by practices which benefit the organisation and all those who work in and with it. It takes account of the fact that people, whilst similar in many ways, differ from one another in various ways.

Why is it Important?

- The Company recognises the value that a diverse workforce can bring to its businesses and encourages initiatives and programmes that support diversity at work;
- It is essential that we attract and retain people from a wider recruitment pool and maximise the potential of our existing employees;

Employee motivation and commitment increases if their value and contribution is recognised and they perceive that they are being treated fairly.

Key Principles of this Policy

Managers have a fundamental role to play in the application of the Equality, Diversity and Inclusion Policy. Managers must ensure they are fully aware of types of unlawful discrimination and recognise when it may occur to ensure the fair treatment of all. Crackit TV will ensure that individuals are recruited and selected, promoted and trained, rewarded and appraised on objective criteria which are based on relevant aptitudes, potential, skills and abilities applicable to the role.

Recruitment & Selection

Every effort should be made to attract applications from all sections of society and to ensure fair treatment through the recruitment process. This will include:

- Ensuring that no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination;
- Ensuring that role profiles, behavioural and technical competencies are relevant and non-discriminatory;
- Ensuring job adverts reflect and appeal to all sections of society;
- Communicating the Equality and Diversity Policy to recruitment and employment agencies
- Asking fair and consistent questions at interview;
- Monitoring recruitment and selection methods to ensure to equality of opportunity throughout the process and if necessary taking steps to eliminate any discriminatory practice.

Promotion

When making decision on promotions, managers should focus on employees as individuals, with particular talents and experiences, rather than make assumptions based on their gender (including sex, marriage and gender reassignment), race (including ethnic origin, colour, nationality, and national origin) disability, sexual orientation, religion or belief and age.

Training and Development

The role of training is to improve the performance in the job, to develop skills and to support individuals in fulfilling their roles and responsibilities. All training materials will reflect the diversity of our employees and the specific needs of disabled employees will be accommodated insofar as is reasonably practicable. A range of training options, such as e-learning, will be offered to ensure that all employees have equal access to training irrespective of location or hours of work.

Fairness and Integrity

Crackit TV supports and maintains fairness and integrity. Managers have the responsibility to ensure:

- Employees are appraised fairly against behavioural, technical competencies and management objectives (applicable to managers only)
- Managers' opinions, comments and evidence is based on objective assessment of performance.

Rewards & Benefits

The company is committed to the equality of opportunity and provision of reward and benefits regardless of gender (including sex, marriage and gender reassignment), race (including ethnic origin, colour, nationality, and national origin) disability, sexual orientation, religion or belief and age.

Discipline & Grievance

Any individual who believes that they have been discriminated against has the right to raise a complaint. Individuals are encouraged to speak to a manager in the first instance on an informal basis. If the informal approach is not appropriate or fails to resolve the issue, the individual should raise a formal complaint and the Company's Grievance Procedure will apply.

Likewise, if any employee is found to have breached the Company's Equality and Diversity Policy they may be subject to disciplinary action under the Company's Disciplinary Policy.

Disabled Employees

Crackit TV recognises its responsibility toward disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by

- recognising the wealth of talent and skill possessed by disabled employees;
- interviewing and providing employees who meet the minimum selection criteria for a job vacancy and consider them on their abilities;
- identifying and providing any reasonable adjustments to working arrangements or the working environment necessary for the effective performance of their job.

Age

Crackit TV is committed to promoting age diversity. Individuals will be assessed on the basis of their skills, ability and potential and not their age. Key principles include:

- basing employment decisions on objective job related criteria;
- ensuring that staff of all age groups have the opportunity to participate in training to develop their skills and experience.

Monitoring and Review Arrangements

1. The Company recognises that the regular monitoring of gender (including sex, marriage and gender reassignment), race (including ethnic origin, colour, nationality, and national origin) disability, sexual orientation, religion or belief and age of employees and applicants is essential to the thorough review of the effectiveness of this policy and to this end the Company will initiate equal opportunity monitoring. The Company also undertakes to monitor pay rates and grading to ensure equality and fairness.
2. The practical application of the Equality, Diversity and Inclusion Policy will be subject to regular review by the HR Director.

Further Advice & Guidance

Any individual seeking advice and guidance on equality, diversity or discrimination in the workplace should speak to their manager and/or the HR department.

A manager seeking advice on or wishing to discuss any aspect of equal opportunities, diversity or discrimination in the workplace should contact the HR department.

Any manager who has been asked to deal with a complaint raised about discrimination in the workplace should contact the HR department before taking any action.

Policy Compliance

Breaches of this policy and its principles will be dealt with under the Company's disciplinary procedure. Significant or consistent breaches may be deemed as gross misconduct and result in summary dismissal.

Contacts

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Version History

Version	Date	Change
1.0	October 2006	Policy effective date
1.1	May 2019	Periodic review
2.0	October 2024	Revision into new template