

## Stagecast Limited

# EQUAL OPPORTUNITIES POLICY

### Purpose

The purpose of this policy is to outline Stagecast's commitment to equality as required by the Equality Act 2010. It aims to provide transparency and accountability about what constitutes fair treatment and what is considered discrimination, abuse, and harassment.

### Scope

The rights and obligations set out in this policy apply equally to all employees, whether part-time or full-time, permanent or freelance, or employed under a contract of service. The same rights and expectations apply to our recruitment processes and how we treat job applicants.

### Expectations

As an organisation we are proud of nurturing a relaxed and enjoyable working environment where everyone is valued regardless of their circumstances.

Every employee, whether permanent or contracted on a temporary basis, is entitled to a working environment that promotes dignity, equality and respect. Stagecast will not tolerate any acts (whether direct or indirect) of unlawful or unfair discrimination, including harassment, committed against an employee, freelancer, job applicant, visitor or any other person that we come into contact with at work, because of a protected characteristic. It is against the law to discriminate against anyone because of:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

### Implementation

It is a shared responsibility of all employees and workers to contribute to maintaining a relaxed, enjoyable and neutral working environment in which no employee or worker feels under threat or intimidated, whether due to their protected characteristics or for any other reason.

Senior staff, in particular those responsible for recruitment, promotions, pay review and allocating staff to projects, will receive training in the application of this policy to ensure their decisions are in accordance with its aims, and the aims of Stagecast's Recruitment Policy.

No form of intimidation, bullying or harassment will be tolerated at any time. As an employee, if you believe that you may have suffered discrimination because of any of the above protected characteristics, you

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should raise the matter immediately with your line manager or another colleague in a relevant position of seniority. The company's Grievance and Disciplinary Policies will be followed in dealing with any potential, alleged or actual breach by employees or workers. Allegations will be treated in confidence and managers will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably as a result.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and any subcontractors engaged by the Company, and that a copy of the policy is made available to all current employees and job applicants.

This policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available published guidance and Codes of Practice.

#### **Monitoring**

We will maintain and review the employment records of all employees and retain anonymised data from our recruitment processes in order to monitor the effectiveness of this policy. This may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of the above monitoring procedures will be reviewed regularly and consideration given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

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