



EQUALITY & DIVERSITY POLICY

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Creative Clique is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are referred to as 'protected Characteristics'.

### ABOUT THIS POLICY

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

Creative Clique's directors, Joanne and Glenn Alexander are ultimately responsible for this policy and any necessary training. Training is an important and effective way of putting this policy into practice. At the very least, line and senior managers should be given training on ways of managing equality and diversity issues in the workplace.

This policy does not form part of any employee's contract of employment and we may amend it at any time, stating that the policy is non-contractual enables you to amend and update it, as required. It also helps avoid fuelling any claim that a failure to adhere to the policy is a breach of contract.

## DISCRIMINATION

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, suppliers and visitors.

This applies in the workplace, outside the workplace when dealing with clients, suppliers or other work-related contacts, and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

**Direct discrimination** - treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

**Indirect discrimination** - a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

**Harassment** - this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

**Victimisation** - retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**Disability discrimination** - this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## RECRUITMENT AND SELECTION

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person. This is in order to prevent bias, if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. [The Equality and Human Rights Commission (EHRC) provides guidance on best practice in job advertising (at paragraphs 16.19-16.29) in its 'Employment: Statutory Code of Practice'. Some employers choose to include a short policy statement on equal opportunities in any advertisements for job vacancies. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law, for example, to check that the applicant could perform an intrinsic part of the job, taking account of any reasonable adjustments. It would be rare for this exception to be successfully argued in this industry, or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

## DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## PART-TIME AND FIXED-TERM WORK

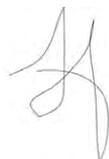
Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## BREACHES OF THIS POLICY

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. Deliberate acts of unlawful discrimination should be dealt with as disciplinary offences. It should be clear to employees that breaches of the policy will not be tolerated. Similarly, they need to be reassured that complaints of discrimination and/or harassment will be investigated confidentially where possible.

If you believe that you have suffered discrimination, you can raise the matter through either our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate. Some employers have a separate policy on bullying and harassment, with a specific procedure for such complaints.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.



Joanne Alexander  
Director

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