

## **PCM 01 – Equal Opportunities, Diversity and Anti-Discrimination Policy**

### **1. General Policy Statement**

4D Studio Ltd is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

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, this will ensure the company is able to secure the very best employees; enabling the company to fulfil and exceed its business requirements.

It is 4D Studio Ltd policy to treat all job applicants and employees in the same way, and it is the purpose of this policy to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, sexual orientation, marital status, age, race, ethnic origin, colour, nationality, national origin, disability, religion or belief. Furthermore, the organisation will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective. We oppose all forms of unlawful and unfair discrimination.

The policy also applies equally to the treatment of our clients ensuring ongoing fairness and equality in all 4D Studio Ltd. employment practices and eliminates all forms of discrimination, either direct or indirect.

4D Studio Ltd oppose and avoid all forms of unlawful discrimination these include but not restricted to the following:

- Age
- Disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation
- pay and benefits
- dealing with grievances and discipline

- requests for flexible working

## **2. 4D Studio Ltd 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.
- Equality in the workplace is good management practice and makes sound business sense.
- No form of discrimination towards the LGBTQ+ Communities will be tolerated.
- Mental Health and Wellbeing is taken seriously by 4D Studio Ltd and no discrimination towards these points shall be tolerated.

## **3. Staff Responsibilities**

Overall responsibility for the effective implementation and operation of the policy lies with management, specifically with the board of directors. Everyone working at managerial level is expected to act in full accordance with this policy, lead by example, and attain and maintain appropriate standards of behaviour within the teams they manage.

All members of staff management and employees are responsible for upholding 4D Studio Ltd expectations of, and commitment to, equality. Anyone who believes discrimination is occurring is encouraged not to overlook the situation, but to speak in confidence, to a director.

Annual leave for the observance of religious festivals should be booked in good time to allow any resource planning necessary to take place. 4D Studio Ltd will endeavour to accommodate such leave requests. Employees are encouraged to communicate with their team leaders to ensure that the reason for leave being requested for that time is understood.

All employees of 4D Studio Ltd are expected to behave with sensitivity and mutual respect to all their colleagues.

Employees who are disabled or become disabled in the course of their employment should inform 4D Studio Ltd of their disability and of any “reasonable adjustments” to the employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties.

## **4. Procedure**

Employees who believe they have been discriminated against are encouraged to speak to the person, or persons, who they feel are discriminating against them. If an employee does not feel comfortable in doing so, they can inform a Director and they will be given support in dealing with the matter.

Where informal methods fail, or serious or extreme discrimination occurs, staff should use the grievance procedure to complain about discriminatory conduct, where possible stating:

- The name of the person, or persons, who are being discriminatory

- The nature of the discrimination
- Details of any action already taken by the complainant to stop the discriminatory behaviour or actions.

The grievance may be raised directly with a Director.

If and when it is evident that discrimination has taken place every effort will be made to rectify the situation. 4D Studio Ltd is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

## **5. Discipline**

Employees will be faced with disciplinary action if we find they have harassed or discriminated against anyone else in breach of this policy. Sometimes this type of behaviour may amount to gross misconduct, in which case they will be dismissed without notice and with no payment in lieu of notice.

Occasionally, people make complaints knowing them not to be true. They might do this to avoid or deflect disciplinary action. We view any complaint made in bad faith as an act of misconduct and this will normally lead to disciplinary action. In some cases, bad faith complaints may lead to summary dismissal for gross misconduct.

An employee who receives a warning or is dismissed for discrimination may appeal in accordance with the appeals procedure.

## **6. Positive Action**

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures as:

- Considering part-time/job share work.
- Introducing English language training.
- Offer work experience opportunities or mentoring for students.
- Expanding the short list of job applicants to ensure a diverse applicant pool.
- Offer job training.
- Introducing assertiveness training.

There is 100% commitment within the practice to the operation and upkeep of our equal opportunities policy, which are regularly reviewed and updated against our own methods and innovations and against changes in external influences be they quality standards, legislation, industry standards, custom or practice.