



O U N O C R E A T I V E

EQUALITY, DIVERSITY AND DISCRIMINATION

Ouno Creative Ltd company policy statement for 2018

Aims of this Policy

Ouno Creative recognises and values people's differences and will assist them to use their talents to reach their full potential.

Ouno Creative will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the company.

This policy is designed to ensure that Ouno Creative complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Ouno Creative is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, Ouno Creative aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (including volunteers/interns/contractors and trustees) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Ouno Creative, such as customers or clients.
- All employees (including volunteers/interns/contractors and trustees) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (including volunteers/interns/contractors and trustees) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the policy

The policy applies to all stages of employment including recruitment and selection, promotion and training. The policy applies to:

- Job applicants
- Employees
- Agency temps
- Students on work experience or placements
- Volunteers
- Contractors/freelancers
- Trustees



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Definitions of direct and indirect discrimination:

Direct discrimination is when an employee or applicant is treated less favourably than someone else because of their:

- sex
- marriage or civil partnership

- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- religion or belief
- age

and that there is no genuine occupation requirement for it.

People also must not be discriminated against because they are on a part time or fixed term contract

Examples of types of discrimination

Indirect discrimination:

This is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words, it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

Discrimination arising from disability:

This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where Ouno Creative knew or could reasonably be expected to know that the person was disabled.

Associative Discrimination:

This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

Perceptive Discrimination:

This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

Third Party Harassment:

This is where an employee is harassed by a third party who is not an employee eg volunteers or service users. Ouno Creative becomes liable if it has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.



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Policy statement

As an organisation, Ouno Creative values the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

Responsibilities

Employees (including volunteers/interns/contractors and trustees) of Ouno Creative have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with (the Directors, and in their absence, appointed line managers).

Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees (including contractors and freelancers) will be dealt with by the directors and may result in disciplinary procedures being applied.

Breaches of the Equality and Diversity Policy by volunteers, students on placement, work experience staff, interns and staff trustees

Breaches of this policy by volunteers, students on placement, work experience staff, interns and staff trustees will be dealt with by the directors and may result in disciplinary procedures being applied.

Employees, contractors, freelancers, volunteers, interns, student placements and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

IMPORTANT NOTES: For volunteers (including trustees), there is an expectation for conduct in terms of maintaining the reputation of the organization. They are expected to follow the policy in the same manner and spirit as is required of full and part time employees of Ouno Creative.

Whilst Ouno Creative is potentially liable for any discriminatory acts carried out by its volunteers, staff or trustees, the individual who carries out the discriminatory act can also be personally liable.

Equality and diversity in practice

All staff, including volunteers/interns/contractors and trustees will be involved in creating an equality environment and one that values diversity.

In carrying out the policy, Ouno Creative will carry out the following actions:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Requiring entry to employment /volunteering or progression within it to be based on merit
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers



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- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

Implementation of the policy

All staff, (including volunteers/interns/contractors and trustees), will be involved in creating an equality environment and one that values diversity.

Three key routes for promoting and implementing the policy are recommended:

COMMUNICATIONS

Communication of the policy to job applicants and all staff, including volunteers, interns, contractors and trustees will primarily be through the use of:

- Verbal communications via Directors/line managers.
- Induction sessions for new staff, and by directing staff to (and making them aware of) the Policies Folder located in the studio.
- Staff will be encouraged and given the time to access and read through all the policies held in our Policies folder.
- Ensuring all new starters have the opportunity to discuss the policy with line managers/colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non- discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff and volunteers (including trustees)
- Incorporating specific responsibilities into job/role descriptions

WORKING WITH PARTNERS

In selecting our partners (such as printers, suppliers, contractors) we will consider their commitment to Equality and Diversity.

Methods for ensuring that our partners are following similar equality and diversity principles will include:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

MONITORING THE POLICY

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to all staff, including volunteers, interns, contractors. Monitoring will be the responsibility of the Directors and the Studio Manager.



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Reporting discrimination / potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means:

1. Raise the issue directly with their line manager (the Studio Manager)
2. If their line manager is implicated, report grievance directly to the Directors
3. Fill in a grievance procedure form (available in the studio Policies folder)

All complaints will be treated seriously, promptly and confidentially.

Employees, contractors, freelancers, volunteers, interns, student placements and trustees should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Ouno Creative. We will not tolerate any harassment/abuse from third parties towards our employees, contractors, freelancers, volunteers, interns, student placements and trustees during the course of fulfilling their employment duties. Ouno Creative will take appropriate action to prevent it happening again.

If an employee, contractor, freelancer, volunteer, intern, work experience placement or trustee witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, *they should also use this procedure.*

We repeat, all complaints will be treated seriously, promptly and confidentially.

Review

This policy will be reviewed every two years by the directors and the Studio Manager to ensure that it remains up to date and reflects the needs and practices of the company.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered



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Signatures

Adrian Broadway
Director and owner, Ouno Creative Ltd

Date: 5th November 2018

Simon Pipe
Director and owner, Ouno Creative Ltd

Date: 5th November 2018