

Saville Audio Visual

Equal Opportunities

Statement of Policy

We are an equal opportunities employer. The aim of the policy is to ensure no job applicant or employee receives less favourable treatment on the grounds of sex, disability, ethnic or national origin, religion, race, colour, marital status, sexuality, trade union activity and age (subject to our retirement policy and the need to maintain a balanced workforce).

Employees acting in breach of this policy will be subject to disciplinary action, including, in serious cases, dismissal.

We will ensure that the policy is circulated to any agencies responsible for our recruitment, and a copy of the policy will be made available for all employees and applicants for employment.

Any employee who believes that he or she may have been discriminated against contrary to this policy should raise the matter through the Company's grievance procedure or, if preferred, informally with the Company's Human Resources Manager. The Company operates a separate policy in respect of complaints of harassment on the grounds of sex, race or disability. This policy does not form part of any employee's contract of employment and the Company reserves the right to amend it as necessary. The company is committed to make this policy fully effective.

Recruitment, Selection & Promotion

In order to attract applications from as wide a range of people as possible, we will ordinarily advertise all vacancies in local and/or national press, and local job centres. All applicants who apply for jobs with us will be treated fairly and will be considered solely on their ability to do the job using fair and objective criteria.

All employees will be given equal opportunity whilst in the Company's employment in terms of training and opportunities for promotion and transfer. All employees will be encouraged to progress within the organisation.

Terms of Employment

We will regularly review terms of employment including benefits, facilities and services to ensure that they are provided in a way which is free from unlawful discrimination. Part-time and fixed-term workers should receive pay, benefits, facilities and services on a pro-rata basis to a full-time/permanent comparable unless otherwise objectively justified.

Grievances, Disciplinary Procedures, Dismissals and Redundancy

Employees who, in good faith, bring a grievance (or assist another to do so) either under this policy or otherwise in relation to any equal opportunities matter will not be disciplined, dismissed or otherwise subjected to a detriment for having done so.

Redundancy criteria and procedures will be applied and revised to ensure that they do not operate in an unlawful discrimination matter.

Application of Policies

All staff involved in employment procedures will receive appropriate training in the application of this policy to ensure they are aware of its contents and equal opportunities best practice. Employees engaged in a management or supervisory role have a special responsibility to ensure that the aims of this policy are put into practice.

Monitoring

To help us to ensure the avoidance of direct or indirect discrimination we will maintain and regularly review the employment records of all employees in order to monitor the progress of this policy. Monitoring will involve the collection and classification of information regarding the sex, ethnic/national origin and any disability of all current employees, job applicants and the success rate of applicants.

The results will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.