

Equal Opportunities Policy

A) STATEMENT OF POLICY

- 1) We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- 2) The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 3) 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 made known to all applicants for employment.
- 4) The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 5) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 6) We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

- 1) The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- 2) Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- 3) Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- 4) We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- 5) We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- 6) All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 7) All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 8) Short listing and interviewing will be carried out by more than one person where possible.
- 9) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 10) We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

- 11) Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

- 1) Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- 2) All promotion will be in line with this policy.

D) MONITORING

- 1) We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- 2) Monitoring may involve:
 - a) the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b) the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- 3) The results of any monitoring procedure 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.

Our People (Equality and Diversity)

AVM create

AVM Create puts Equal Opportunities at the heart of our culture, reflected in our staff recruitment, support, training, and public facing operation. We treat all employees, customers and visitors with the greatest respect and kindness; we share best practices with our industry colleagues.

We are an Equal Opportunities employer. We have a D and I Statement, two pages of our employee handbook are dedicated to this area. Employees are encouraged to contribute to the updating of this and often do add content. Our full time team is from the broadest of age ranges giving us a great mix of traditional skills, a passion for the latest technology, enthusiasm and caution, We work as a close team learning from each other and everyone's views are valued. Our company culture is ethical; we pride ourselves on having fair practices, fair allocation of workloads, equal access to benefits and conditions, a workplace that is free from unlawful discrimination, harassment and bullying. We recruit on a merit-based selection process.

Our education/training work with young people is underpinned by our belief that there should be no barriers to entry, and actively encourage people from all backgrounds, including diversity of race and socio-economic background to spend time with our company and to build confidence through learning practical and technical skills. Our workforce has increased female participation, and our crews have females in technical and management roles.

Our Equal Opportunities ambitions follow through to our customers and their clients; we ensure we apply the same level of professionalism and respect to all. We estimate that approx. 25% of those hiring equipment from us come from diverse/minority cultural backgrounds, including drive through Mosque services, Leeds Pride, Manchester Pride, production support for performances for Asian and Jewish Weddings.