

EQUALITY, DIVERSITY AND INCLUSION POLICY



Our values

ScreenCraft Works is committed to policies and practices that provide equality of opportunity for all in an inclusive and respectful environment which promotes the dignity of everyone in our community as well as our employees, volunteers and directors, as well as of its beneficiaries and stakeholders.

We promote equality and value diversity and inclusion because we believe that:

- different people bring different ideas and experience that enrich our work;
- everyone has the right to feel valued, supported and recognised by ScreenCraft Works;
- creating an inclusive environment will allow everyone in our community as well as our employees and volunteers and participants to thrive;
- representing the communities we seek to serve will better enable us to help them.

We also take very seriously our legal and regulatory responsibilities in this area.

All directors, employees and volunteers are required to take personal and collective responsibility to comply with this policy in order to ensure they behave in a non-discriminatory way, and do not participate in inappropriate behaviour, harassment or bullying.

ScreenCraft Works is committed to a policy of equal opportunities in employment and volunteering. All employment and volunteering decisions (i.e. the recruitment and selection, promotion, training and development, and treatment of all individuals) in ScreenCraft Works are based on merit, abilities, suitability and, as relevant, qualifications.

ScreenCraft Works will not tolerate discrimination, bullying, harassment or sexual harassment by one director, employee or volunteer or group of directors, employees or volunteers against another or others, or against anyone in our community, our stakeholders or those with whom we work for any reason.

Purpose of this policy

The purpose of this policy is to support ScreenCraft Works' goals of:

- promoting equality, fairness and respect for everyone in our community and those with whom we work, as well as for our directors, employees and volunteers, whether temporary, part-time or full-time, in an inclusive environment;
- ensuring that ScreenCraft Works does not unlawfully discriminate against any person on the basis of any protected characteristics, namely:
 - age
 - disability

- gender identity and/or reassignment
- marriage or civil partnership
- pregnancy, maternity, surrogacy or adoption
- race (including nationality and ethnic or national origin)
- religion or belief
- sex
- sexual orientation;
- opposing and avoiding all forms of unlawful discrimination, including in relation to pay and benefits, terms and conditions of employment and volunteering, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment and volunteering, promotion, training or other developmental opportunities.

Forms of discrimination

The following are examples of the types of discrimination which are against ScreenCraft Works' policy:

- a. Direct discrimination, where a person is treated less favourably on the grounds of a protected characteristic, or on the grounds of their association or perceived association with a person with a protected characteristic.
- b. Indirect discrimination, where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of a relevant protected group at a particular disadvantage compared with other persons, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.
- c. Perceptive discrimination, where a person is treated less favourably based on a perception that the individual is a member of a relevant protected group.
- d. Victimisation, where someone is treated less favourably than others because they have taken action against ScreenCraft Works under any relevant discrimination legislation.
- e. Harassment, when unwanted conduct related to any of the protected characteristics referred to above takes place with the purpose or effect of violating the dignity of a person or of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communication (including, though not limited to, racist, homophobic or sexist language).

Responsibilities of directors, employees and volunteers

All directors, employees and volunteers must conduct themselves in accordance with this policy when undertaking their roles or representing ScreenCraft Works in order to help ScreenCraft Works provide equal opportunities in employment and volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.

All directors, employees and volunteers must:

- understand that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, volunteers, stakeholders, beneficiaries, members of our community suppliers or the public. In particular, directors, employees and volunteers should note that:
 - such acts will be dealt with under ScreenCraft Works' disciplinary procedures,

and any appropriate action will be taken. Particularly serious breaches of this policy could amount to gross misconduct and lead to dismissal without notice;

- certain acts including sexual harassment may amount to both an employment rights matter and a criminal matter;
- take seriously any complaints of bullying, harassment, victimisation or unlawful discrimination by fellow directors, employees, volunteers, beneficiaries, members of our community, suppliers, stakeholders, members of the public and any others in the course of ScreenCraft Works' activities; and
- report any such complaint to a director of ScreenCraft Works as soon as practicable. The directors will maintain confidentiality as appropriate and will investigate the complaint, listening to all individuals involved. If the complaint is against a director, that director will not be part of conducting the investigation.

Review and monitoring

ScreenCraft Works will review its employment and volunteering practices and procedures when necessary to ensure fairness and take account of best practice as well as updating them and this policy to take account of changes in the law

Our monitoring and evaluation will also include assessing how this policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Adopted by the directors of ScreenCraft Works on 16 May 2022.
The policy was reviewed and updated on 15 August 2023.