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## **EQUALITY & DIVERSITY POLICY**

Yodel Creative Ltd recognises that discrimination is unacceptable, and although equality of opportunity has been a continual feature of our employment practices and procedure, we have made the decision to adopt a formal approach to equality between the local diverse communities in both employment and delivery of services to our clients. Breaches of the policy by members of our team will lead to disciplinary proceedings.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agencies we retain with responsibility for our recruitment and a copy of the policy will be made available to all employees and made known to all applicants for employment.

The policy will be communicated to all private subcontractors reminding them of their responsibilities towards equality in accordance with the terms of this policy.

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.

We will maintain a neutral working environment in which no employee feels under threat or intimidated.

## **RECRUITMENT**

The recruitment and selection process is crucially important to any equal opportunities policy. Yodel Creative 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.

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.

Job descriptions, where used, will be revised to ensure that they are in line with this Equality & Diversity policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

Applicants who apply for jobs with us will receive fair treatment & will be considered solely on their ability to do the job.

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.

Shortlisting and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

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.

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



**Paul Newton**  
**Managing Director**