

# **SHOUT! COMMUNICATIONS STAFF POLICIES**

## **Equality and Diversity Policy**

The aim of the Equality and Diversity Policy is to:

- Ensure that opportunities within Shout! Communications are accessible to all sectors of the community.
- Ensure that all applicants are treated fairly and judged on criteria relevant to the vacant position.
- Ensure that employees are treated in a fair and equitable manner, giving each individual the opportunity to reach their full potential
- Avoid any type of unfair discrimination

Shout! Communications is committed to offering equal opportunity in both recruitment and subsequent personal development. No individual or group will receive less favourable treatment or be disadvantaged during any dealings with Shout! Communications on the grounds of gender, marital status, race, colour, nationality, ethnic origin, religion, disability, sexuality, HIV status, age, or unrelated criminal convictions which cannot be shown to be fully justified. All employment policies will be fair and equitable to ensure that entry into, and development within, Shout! Communications is based solely on personal ability and competence to meet the needs of the job.

All Shout! Communications employees will adhere to the Equality and Diversity Policy at all times.

### **Definition of Equality and Diversity**

Shout! Communications defines equality and diversity as ensuring that individuals from all backgrounds are equally valued and actively encouraged to contribute towards the success of the company.

### **Definition of Discrimination**

Discrimination is defined as giving unfair treatment because of prejudice.

### **Liability**

Employees should realise that they can personally be held liable for acts of discrimination, whether this discrimination is direct or indirect.

Employees failing to comply with the Equality and Diversity Policy must be subject to the Company Disciplinary Procedure. In cases of gross misconduct this could lead to summary dismissal. All employees should also be familiar with and apply the Harassment Policy, to ensure compliance with the policies. In cases where discrimination is also unlawful (for example on grounds of race, sex or disability) employees may also be subject to legal sanctions.

# **SHOUT! COMMUNICATIONS STAFF POLICIES**

## **Equality and Diversity Policy**

### **Procedures for Gaining Help**

Employees who feel discriminated against should pursue their complaint through the Company Grievance or Harassment Procedure, as appropriate. These procedures allow for informal resolution of complaints before the formal procedure is used. Any reported incident will be taken very seriously and you will be protected from further discrimination. An investigation will be carried out in a fair manner, with both parties having an opportunity to explain their actions.