

# Equal Opportunities Policy

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“If The Method Works, Why Change It.”

## Introduction

Methodworks Production Ltd recognises that it is essential to provide *equal opportunities* to all persons without discrimination. This policy sets out the organisation's position on *equal opportunity* in all aspects of engagement, employment, including recruitment and promotion, giving guidance and encouragement to **Travellers** (employees and freelancers) at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability, age, part-time and fixed term contract status, sexual orientation or religion.

## 1. Statement of Policy

- (a) It is the policy of **Methodworks Production Ltd** to ensure that a person seeking engagement with **Methodworks Production Ltd** or existing **Traveller** receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The **Creative Family** (the team) is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) **Methodworks Production Ltd** recognises that adhering to the **Equal Opportunities Policy**, combined with relevant engagement or employment policies and practices, maximises the effective potential of individuals in both the **Creative Families** and **Travellers**' best interests. **Methodworks Production Ltd** recognises the great benefits in having a diverse workforce with different backgrounds, solely engaged on the basis of their ability to provide what is required and the levels and standards expected or set forth.
- (c) The application of engagement, recruitment, training, and promotion policies to all individuals will be on the basis of the **Journey** (job description) requirements and the individual's ability, aspiration, merits, history and course of growth.
- (d) All **Travellers** of the **Creative Family** will be made aware of the provisions of this policy.

## 2. Recruitment and Promotion

- (a) Advertisements for posts and services required will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts or required services will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion – and is based purely on the requirements set forth for the position to be filled.
- (b) Engagement literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification or physical requirement of the role which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts and services required will include only requirements that are necessary and justifiable for the effective performance of the service and the results required.

- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the service required. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to service requirements in relation to a given project and asked to all candidates.

### 3. Employment

- (a) **Methodworks Production Ltd** will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees or freelancers employed at any level with comparable job descriptions.
- (b) **Methodworks Production Ltd** will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All **Travellers** (employees whether freelance or under full or part time contracts) will be considered solely on their merits for career development and promotion with equal opportunities for all.

### 4. Training

- (a) **Travellers** will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All **Travellers** will be encouraged to discuss their career prospects and training needs with the relevant member of the Board of Directors during their induction and through incremental review periods.

### 5. Grievances and victimisation

- (a) **Methodworks Production Ltd** emphasises that discrimination is unacceptable conduct which may lead to disciplinary action and dismissal.
- (b) Any complaints of discrimination will be pursued, recorded and dealt with accordingly in conjunction with the **Disputes Policy**.

This is not an exhaustive policy; should further details be required, please contact [operations@methodworksproduction.com](mailto:operations@methodworksproduction.com).

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Issued by **Methodworks Production Ltd.**

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