

## **Diversity, Equality and Equal Opportunities Policy – Published June 2016**

S4C is committed to promoting and integrating equality of opportunity within all aspects of its business and recognises the benefits of attracting, retaining and motivating a diverse workforce. It encourages an environment where the entire workforce is valued and contributes to our mission to provide a high quality and varied programme service.

As a public body we have a wide range of legal obligations relating to equality, including the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011. In addition we have specific obligations relating to equality under the Communications Act 2003.

### **Aims**

The aim of this policy is to ensure that in carrying out its activities S4C will:

- promote equality of opportunity across all its activities;
- promote good relations between all its staff;
- eliminate unlawful discrimination;
- create conditions where all staff are treated with equal respect and are not subjected to unfair discrimination in any aspect of work life.

S4C does not allow discrimination on the grounds of sex, race, colour, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, part time or full time workers, religion, political persuasion, sexual orientation, gender reassignment, pregnancy and maternity, use of language (other than where the ability to communicate in Welsh is essential for the post) or other irrelevant distinction and is committed to work with diversity in a positive way. S4C welcomes and encourages applications from groups of people who could be underrepresented. The principles of fair and open competition will apply and appointments will be made on merit.

### **Scope**

This policy applies to all members of staff at S4C as well as anyone working for and on behalf of S4C.

All individuals have a responsibility for:-

- supporting and implementing the aims and principles of this policy by accepting that there is equal opportunity for everyone in all aspects of work life and by promoting the principles of inclusion and equal opportunity for all;
- ensuring that all individuals are treated with respect and dignity;
- ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way;
- fostering a culture where compliance with this policy is embedded within the work of S4C;
- informing Human Resources in the event that they are or become disabled in order that S4C can consider any reasonable adjustments to premises or working arrangements to ensure that the member of staff is not disadvantaged and is able to carry out his/her duties fully, where reasonably practicable. Such information will be processed only to the extent necessary to satisfy S4C's statutory obligations and will be held and maintained in accordance with its Data Protection Policy.

Human Resources will be responsible for:-

- ensuring that all staff are aware of this policy;
- ensuring that all procedures relating to staff recruitment, selection, promotion, discipline and grievance are carried out in accordance with the principles of this policy;
- providing advice, guidance and support in relation to the principles of this policy;
- providing training to ensure that the policy is understood and put into practice;
- ensuring that any infringement, or report of infringement of this policy by staff is treated seriously and in accordance with S4C's Grievance Policy and Procedures;
- monitoring the effectiveness of the policy on a regular basis.

## **General Principles**

In order to promote diversity, equality of opportunity and fairness of treatment, S4C will:-

- ensure that its commitment to equality of treatment covers all aspects of employment including recruitment, training opportunities, promotion, social facilities and working conditions;
- monitor and review its policies and procedures to ensure they are not discriminatory in their operation;
- communicate its policies to all job applicants, staff, freelancers, agency workers and third parties working on its behalf;
- ensure job advertisements are accessible to disabled people and ethnic minority groups in order to secure diversity in its recruitment procedures;
- ensure that a procedure for resolving complaints of discrimination is in place and communicated to those who may need to use it;
- review its commitments and what has been achieved, plan ways of improving them and let staff know about progress and future plans;
- identify those posts where the ability to speak Welsh is essential or desirable and state the requirements in job advertisements;
- ensure that all persons responsible for staff appointments in S4C are able to assess the need for fluency in Welsh before appointing to any post in S4C;
- take account of the recommendations in Ofcom's toolkit for broadcasters in relation to employment and training and report to Ofcom at least annually on our arrangements for promoting, in relation to employment, the equalisation of opportunities and on the operation and effectiveness of such arrangements.

With regard to disabled people S4C will:-

- interview all applicants with a disability who meet the minimum criteria for a vacancy and consider them on the basis of their abilities;
- make every effort when an employee becomes disabled to make sure they stay in employment and are able to carry out their duties fully;
- ensure there is a mechanism in place to discuss, at any time, with disabled employees, what S4C and they can do to make sure they develop and use their abilities;
- take action to ensure that all employees develop the appropriate level of disability awareness needed to meet the commitments set out in this Policy;
- make reasonable adjustments to premises or to working arrangements where they put employees with a disability at a disadvantage;
- ensure that, as far as is reasonably practical, but at least in accordance with legal requirements, S4C's buildings and facilities are accessible to all employees and others who work within the organisation;
- ensure that external training venues have disabled facilities (where they are needed) as well as induction loops etc.

The Equality Act (2010) prohibits unjustifiable direct and indirect discrimination on the basis of age, and prohibits harassment and victimisation of individuals of any age, whether young or old. The Act protects employees and other workers, apart from those who are self-employed.

S4C will report annually to Ofcom on its performance in relation to disability and equality of opportunity.

**Review**

S4C will review this policy from time to time in order to ensure its effectiveness.

This policy is available in Welsh and in English and a copy in large print can be provided on application to Human Resources. When required, S4C will also arrange for the preparation of a braille copy and/or audio version of this policy.