



## Equal Opportunities

ITV is compliant with all UK and European employment law and will act in accordance with any new laws which are introduced and will communicate details of any new legislation to our employees at the earliest opportunity. ITV works closely with other broadcasters and leading businesses to share information with regards to Equal Opportunity and good practice.

The employment policies of all ITV companies embody the principles of equal opportunity and it is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, origin, nationality, religion, religious belief, disability, age, sexual orientation, or gender reassignment. Where relevant our policies state that all employees and applicants will be considered for employment and subsequent training, career development and promotion solely on the basis of their abilities and suitability/criteria. Company policies are available to all employees on the Intranet.

ITV recognises the value of employee involvement and each business has its own Communication Group for consultation and information via elected employee representatives. ITV recognises the right of any employee to become a member of a Trade Union and, where there is sufficient employee support and there is recognition locally, ITV acknowledges the role of Trade Unions in collective bargaining.

It is the firm commitment of ITV that no part of the Company should use forced labour or child labour and we are guided by this principle in establishing relationships with suppliers. There is a very specific exception to this in respect of child performers engaged in the production of television programmes. Such employment of children is very strictly regulated in the UK and ITV complies with the regulations in force. Industry-wide guidance on working with child performers within the regulations is produced by Producers Rights Agency, and promulgated within ITV by our casting departments, along with internal ITV guidance.

This Equal Opportunities principle shall apply in respect of all conditions of work including pay, hours of work, holiday entitlement, sick pay, maternity/paternity entitlement, pensions, recruitment, selection, training, promotion, shift work, redundancy and work allocation.

ITV is committed to a programme of action to ensure that this policy is fully effective. It undertakes to draw to the attention of all eligible employees the opportunities for training and promotion.

ITV monitors the composition of its workforce and will take positive action if it appears that the effectiveness of this policy can be improved.

### Responsibilities

The HR Director, ITV is responsible for the implementation of the Company's Equal Opportunities Policy and will review the operation of the policy and assess appropriate changes or amendments for recommendations to the Company.

All employees have a responsibility for the application of good equal opportunities practices within the organisation and for the avoidance of unfair treatment.

Specifically, line managers are responsible for ensuring that fair treatment of all individuals is effected within their department and/or section, with particular reference to recruitment, selection, training and development opportunities and work allocation.

### **Good Practice**

ITV will use the relevant codes of practice as guidelines for the application of this Equal Opportunities Policy.

### **Recruitment and Promotion**

Applicants for vacancies will be given clear and accurate information about posts through advertisements and information pertaining to the job requirements in order to enable them to assess their own suitability for posts. All person specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job.

Advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible. This may involve a scheme of positive action where appropriate, to encourage applications and to offer training opportunities from under-represented groups.

However, after encouraging such applicants all candidates will be considered on individual merit and suitability for the post; membership of an under-represented group will not influence the appointment.

All applicants shall be informed that ITV encourages Equal Opportunities and operates an Equal Opportunities Policy. Such information will be conveyed on external job advertisements and application forms.

All interviews will be thorough, conducted on an objective basis and shall deal with the applicant's suitability for the job and ability to fulfil the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job (for example where it involves unsociable hours or extensive travel), this will be discussed objectively without detailed questions based on assumptions about marital status, children and domestic obligations. Information necessary for personal records can be collected after a job offer has been made.

All staff will be encouraged to discuss their career prospects and training needs with their line manager through the P&DR process with support from the HR department.

### **Training**

It is the policy of ITV that it will not discriminate in the provision of training. Appropriate training shall be provided to enable staff to perform their jobs effectively.

### **Monitoring**

All ITV employees and job applicants are asked to complete an Equal Opportunities Monitoring form. This information is required for statutory purposes, the ITC annual review, and to monitor the effectiveness of the Equal Opportunities Policy.

### **Positive Action**

Positive discrimination is not legal in this country. However, employers can give employees of one sex or a particular racial group either access to training for particular work or encouragement to take advantage of opportunities for doing that work. This is only allowed if it can be proved that people of that particular race or sex were drastically under-represented in the job concerned during the period of the previous 12 months i.e. there were none or comparatively few.

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent then, as far as practical, positive action will be taken to redress the imbalance. The action that the Company may take to redress under representation are: training opportunities for employees and encouragement of people of under represented groups.

These actions will **not** positively discriminate and any selection decisions will be based on the candidate's skills and experience.

### **Discipline**

Any employee who subjects any other employee to different or unfair treatment of any kind, including harassment of any other employee or is found to be directly or indirectly discriminative on the grounds of their sex, marital or parental status, race, origin, nationality, religion, disability, age, sexual orientation, or gender reassignment may be subject to the Disciplinary Policy and Procedure. Where an act of deliberate discrimination is proven, such behaviour will be considered gross misconduct.

### **Grievances**

If you believe you have received less favourable treatment on grounds of your sex, marital or parental status, race, origin, nationality, religion, disability, age, sexual orientation, or gender reassignment please contact your site HR Manager, or follow the Grievance Procedure if the grievance is unresolved or the Harassment Procedure if appropriate.

**For more information regarding this policy, please contact HR Direct on 0161 835 6565 or your site HR Manager.**