



# Equal Opportunities Policy

## Encouraging equality for everyone

We are proud to be an equal opportunities employer and encourage diversity throughout the business. We work closely with other broadcasters, leading businesses and equal opportunity organisations to share information and promote best practice.

All of our policies embrace the principles of equal opportunity and our commitment to ensure that no member of staff or job applicant will be treated less favourably in a manner which conflicts with the provisions of any relevant equality legislation. Equality legislation recognises a number of protected characteristics: Age, Disability, Gender identity or expression, Marriage and Civil Partnership, Pregnancy & Maternity, Race (including the Irish Traveller Community), Religion & Belief, Political Opinion (legislatively recognised in Northern Ireland only), Sex and Sexual Orientation. ITV also includes parental status within the above grouping. ITV will not tolerate unlawful discrimination based on any of these protected characteristics.

We recognise the value of involving everyone in the promotion of equal opportunities and diversity, and each business has its own Ambassador for consultation and information via elected representatives. We also have a number of internal networks to support and promote different groups (e.g. ITV Pride, Women's Network). It is our firm commitment that no part of our business should use forced labour or child labour, and we are guided by this principle in establishing relationships with suppliers. The specific exception to this is when we engage child performers to work on our programmes and in this event, we comply with the strict regulations in place across the industry.

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

We monitor the composition of our workforce and may take lawful positive action if it appears that the effectiveness of this policy can be improved.

All colleagues have a responsibility for good equal opportunities practices within the organisation, treating each other with dignity and respect and for challenging any behaviour which might be regarded as unfair or discriminatory. Line managers are specifically responsible for ensuring the fair treatment of all individuals within their department, with particular reference to recruitment, selection, training and development opportunities and work allocation.

## Recruitment and promotion

Applicants for vacancies will be given clear and accurate information about posts through our jobsite. All person specifications for posts shall only include requirements that are necessary for the role.

Adverts will be aimed at as wide a group of suitably qualified and experienced people as possible.

Selection will be conducted thoroughly and objectively and shall deal with the applicant's suitability for the role. The recruiting manager will ensure that the individual is aware of the job requirements (for example where it involves unsociable hours or extensive travel), and this will be discussed objectively. Detailed personal information necessary for personnel records will be collected after a job offer has been made, unless it is only being used for equal opportunity monitoring.

All colleagues will be encouraged to discuss their career prospects and training needs with their line manager through the Talking Performance process with support from HR.

It is ITV's intention to advertise as many core roles as possible. However, there may be some limited circumstances where it is not possible to advertise a role and therefore a closed process will be adopted. These circumstances may include:

- where an employee is at risk of redundancy in their current role and a vacant role provides ITV's legal requirement to offer a suitable alternative employment opportunity for them.
- where the appointment into a vacancy is deemed commercially sensitive for either strategic or external reasons
- where there is a commercial requirement to appoint a unique or specialist skill set
- where the role is regarded as a promotion within an existing role and no backfill is created as a result
- where an existing employee has been identified as a successor and there is an agreed succession plan in place which has been approved by the management board

This covers the internal and external recruitment and selection of permanent and fixed term employment positions (full-time and part-time) across ITV.

## Monitoring

All 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.

From time to time, colleagues may be asked to complete equal opportunities information in the form of a census, for the same reason.

### **Positive action**

Positive discrimination is not lawful in the United Kingdom. However, where we reasonably think that persons with a particular protected characteristic are disadvantaged or have different needs, or that their participation in an activity is disproportionately low, we can take lawful positive action to try and reduce that disadvantage, address the particular needs or to increase participation in the activity.

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, lawful positive action will be taken to redress the imbalance. Examples of the type of action we could take includes: training opportunities and encouragement of people of underrepresented groups.

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

### **Discriminatory conduct**

ITV will not tolerate discriminatory behaviour by any of its employees, or any other person providing services (such as freelancers or contractors).

Any colleague who subjects another colleague, agency worker, contractor or applicant to unlawful discriminatory treatment of any kind, may be subject to action under the [Disciplinary Policy](#).

Where an act of deliberate discrimination is proven, such behaviour may be considered gross misconduct and could result in summary dismissal.

In the case of a third party, such as a freelancer, subjecting a colleague or any other person working for or providing services to ITV, to unfavourable treatment, we will also take appropriate action.

If you believe you have been treated unfavourably on grounds of your sex, marital or civil partnership status, parental status, race, religion or belief, political opinion, disability, age, sexual orientation, or gender identity or expression, please discuss it with your manager in the first instance. Alternatively, please contact a member of the HR team.

Details of our formal [Grievance](#), [Disciplinary](#), [Bullying & Harassment/Dignity at Work](#) policies and [ITV's Code of Ethics and Conduct](#), can be found on myITV.

The ITV HR team are always available to provide confidential support and advice if any colleague wants to discuss any aspect of this policy. If you have any questions, please contact your divisional HR Services team.

*Please note that in Northern Ireland the overall responsibility for this policy lies with the Head of News & Programmes with support from HR and the management team.*