



EQUAL OPPORTUNITIES POLICY

This Equal Opportunities Policy (the "Policy") communicates our commitment to equality of opportunity in employment, with the aim of ensuring all employees, freelancers and job applicants are treated fairly and equally. The Policy applies to all individuals undertaking paid work on behalf of Packed Lunch Productions (the "Organisation"), who in turn are expected to put it into practice.

A copy of the Policy will be made available to all employed and freelance staff within the Organisation, to the general public and to individuals on request, and located on the webpage. Any questions about the Policy may be directed to the Senior Leadership.

The Policy does not form part of employees' contracts of employment and may be amended by the Organisation at any time.

The Policy is set for at least annual review.

POLICY STATEMENT

The Organisation is committed to equality in the workplace, and all opportunities for, and during, employment, will be afforded to individuals fairly and irrespective of sexual orientation, age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including colour, ethnic or national origins and nationality) or religion or belief (the "Protected Characteristics"). We aim to nurture a working environment and creative community free from discrimination and harassment in any form, in which all employed and freelance staff, clients, customers, suppliers and partners are treated with dignity and respect.

The Organisation will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure all our working practices are applied fairly and consistently and, where necessary, will take reasonable steps to avoid or overcome any particular disadvantage these may cause and promote equality.

The Organisation respects an individual's right to choose to belong to a trade union. Their membership status will have no bearing on an applicant's suitability for employment or result in any detrimental treatment when working with us.



SPECIFIC RESPONSIBILITIES

The Organisation has overall responsibility for the effective operation of the Policy, for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant codes of practice.

The Senior Leadership and Trustees are responsible for monitoring and reviewing the Policy and ensuring all employment-related policies, procedures and practices adhere to it.

All employed and freelance staff have a responsibility not to discriminate against or harass clients, customers, suppliers, creative partners or other staff, and to report any such behaviour of which they become aware to the Directors.

The Senior Leadership is responsible for implementing the Policy and must apply it as part of the daily management of the Organisation.

FORMS OF DISCRIMINATION

The Policy aims to prevent:

- *direct discrimination*, when a person is treated less favourably because of a Protected Characteristic they either have or are thought to have, or because of an association with someone who has or is thought to have a Protected Characteristic;
- *indirect discrimination*, when a provision, criterion or practice is applied equally to everyone but has a disproportionately adverse effect on people sharing a particular Protected Characteristic, a condition justifiable only when the provision, criterion or practice being applied is necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available;
- *victimisation*, when someone is treated unfavourably because they raised a complaint under the Policy, has taken legal action against the Organisation in relation to an alleged act of unlawful discrimination or has supported someone else's actions in either situation;
- *harassment*, which is unwanted conduct of any form, being either a single incident or persistent behaviour extending over a period of time, purposeful or without intent to cause offense, that violates an individual's dignity and/or creates an intimidating, hostile, degrading, humiliating or offensive environment; and
- *discrimination arising from disability*, which is the treatment of someone unfavourably, unless reasonably and objectively justifiable, because of something that is the result, effect or outcome of their disability.



RECRUITMENT AND SELECTION

Recruitment and selection procedures will be free from bias and discrimination. Recruitment procedures will be conducted objectively, based on specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude, experience and ability.

TERMS AND CONDITIONS

Our terms and conditions of service will be applied fairly.

Benefits and facilities will be made accessible to everyone who should have access to them, as appropriate.

The Organisation operates a pay system that is transparent, based on objective criteria and free from bias to ensure all employed and freelance staff are remunerated fairly for their contributions. For inquiries about the pay system contact the Senior Leadership.

EMPLOYMENT POLICIES AND PRACTICES

The Organisation aims to ensure employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular, we will ensure all disciplinary decisions are fair and consistent and selection for redundancy or other movements as a part of organisational change is based on objective criteria.

The Organisation will consider making appropriate reasonable adjustments to the working environment, or any work arrangements, that would alleviate any substantial disadvantage caused to disabled individuals requiring access, most notably staff.

We will aim to accommodate the requirements of different religions and cultures.

WORKING ENVIRONMENT

Everyone has the right to be treated with dignity and respect. As such, the Organisation will take reasonable steps to protect employed and, while representing the Organisation, freelance staff from discrimination, bullying and harassment and, in the event of a complaint, take appropriate action to prevent, as far as possible, a further occurrence.



All employed and freelance staff are encouraged to report any incidents of inappropriate or unacceptable discriminatory behaviour at work at the Organisation or that occurs while otherwise in employment for the Organisation, on or off the premises, including at work social events, whether organised by the Organisation or not, or at formal or informal events involving work-related contacts.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

RAISING A DISCRIMINATION COMPLAINT

If you feel you have been discriminated against, raise the matter in accordance with the Organisation's Grievance Procedure, located on the Organisation's website. A copy may also be requested from the Senior Leadership.

Any employed or freelance member of staff who is found to have committed an act of discrimination, or breached the Policy in any other way, will be subject to action under the Disciplinary Procedure, up to and including dismissal. Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement.

The Organisation will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination, and will take appropriate action, disciplinary or otherwise, where necessary.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: May 2022

Updated: May 2023

Next scheduled review: May 2024