

Equal Opportunities and Discrimination Policy

Statement of Policy

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on any unlawful grounds.

The Operations Director, Francesca Hazell, has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken.

proAV will ensure that this policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment. The policy will be communicated to employees in the employee handbook and through staff training.

proAV is committed in its pursuit of excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

For the employees of proAV employment and progression within the company will be determined only by personal merit and by the application of criteria, which are related to the duties and conditions of each particular post and the needs of the company. In addition, discipline and dismissal will also be determined in relation to the duties and conditions of each particular post and the needs of the company.

Subject to statutory provisions no application for employment with the company will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.

If any employee considers that he or she is suffering from unequal treatment on any of the above grounds in his or her appointment or progression within the company then he or she may make a complaint which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

The Company will take active steps to promote good practice and promote equality of opportunity for all members of staff.

This policy is communicated to employees in their employee handbook and is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer harassment or bullying.

The Company's policy is guided by the following and proAV shall meet all statutory obligations under relevant legislation. Please note that any subsequent updates to the following or additional statutory obligations including European equivalents shall be adhered to in the absence of a policy update.

- > Equal Pay Act (1970)
- > Sex Discrimination Act (1975)
- > Race Relations Act (1976)
- > Disability Discrimination Act (1995)
- > Special Education Needs and Disability Act (2001)
- > Human Rights Act (1998)
- > Race Relations amendment Act (2000)
- > EU Equal Treatment Framework Directive (2007/8)

Harassment

proAV will not tolerate any form of harassment or bullying.

The Company intends to provide a neutral working environment in which no one feels threatened or intimidated.

Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main it takes the form of unwanted behaviour by one employee towards another, for example:

- > Patronising or belittling comments.
- > Comments about appearance/body/clothes.
- > Leering or staring at a person's body.
- > Unwelcome sexual invitations or pressure.
- > Promises or threats, concerning employment or conditions, in exchange for sexual favours.
- > Displaying offensive or sexually explicit material.
- > Touching, caressing, hugging or indecent assault.

Please remember the test is that the behaviour is UNWELCOME, UNINVITED AND UNRECIPROCATED. Bullying is also difficult to define. Obvious examples are:

- > Threats of or actual physical violence.
- > Unpleasant or over repeated jokes about a person.
- > Unfair or impractical work loading.

Implementation and Procedures

Recruitment and Selection

proAV will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

proAV work with a preferred independent employment consultant who owns all new recruitment for the business, and responsibility for recruitment policies: www.audiovisualrecruitment.com (AVR). It is their responsibility to review the business requirements and qualify all candidates ahead of interview with proAV Management.

AVR will in the first instance approach reputable local agencies/job centres/education establishments (colleges & universities) as local supply is important in order to support the local community/businesses.

At point of interview proAV are provided with a qualified CV and supporting Personality Profile. This is a profiling service offered by Thomas International and completed by each candidate ahead of interview. The report is designed to assist in the selection, appraisal, development coaching and mentoring process. The report is used in conjunction with the interview process and not in isolation.

Job descriptions, where used, will be in line with this equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

All applicants who apply for jobs with proAV® via AVR will receive fair treatment and will be considered solely on their ability to do the job.

The recruitment process is assessed at quarterly Management Meetings, which includes a summary report from AVR in order to monitor applicants based on equality.

proAV have a workforce of 250+ with a management team of 15, however, all employment matters are overseen by the HR Department and HR are present at all stages of the final recruitment process to ensure that policies and legislation are upheld.

proAV's Operations Director retains full responsibility for implementation of this policy in the recruitment process. The Operations Director attends 6 monthly employment update courses, together with HR Administration. Recruitment, selection, training, promotion, disciplinary and dismissal is purely managed by the HR Department.

In addition, proAV work closely with Stevens & Bolton LLP who produces a regular Employment Alert newsletter, distributed by email to ourselves. The Alert reports on developments in case law and statute and provides a commentary on the possible implications.

Where relevant these employment updates are circulated to team leaders. It is the responsibility of the Operations Director to mentor the management teams with regard to development and training of individuals, which includes yearly on-line training courses for team leaders.

Any highlighted issues from the Alerts would be assessed at the quarterly Management Meetings and any areas of concern/grievances raised with HR are discussed at this meeting along with any changes required to the policy.

Our commitment to equal opportunities within proAV® is included on our website under the recruitment section.

Monitoring

proAV maintain and review the employment records of all employees in order to monitor the progress of this policy. We utilise a computerised HR system (Simply Personnel) which can provide analysis reports, i.e. leavers, disciplinary etc based on certain criteria.

Monitoring may involve:

- > The collection and classification of information regarding the race in terms of ethnic/national origin, the sex and disability of all current employees,
- > The examination by ethnic/national origin, sex and disability of the distribution of employees and the success rate of the applicants,
- > Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.

Training and Promotion

Senior staff at proAV will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Signed



Francesca Hazell
Operations Director