**EQUAL OPPORTUNITIES POLICY**

We want our company to be one in which every employee and freelancer feels respected and able to give their best. To that end, this policy provides a framework of equality and fairness for all in our employment. It expresses our commitment not to discriminate on the grounds of age, disability, gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, religion or belief, or sexual orientation. This policy applies to employed and freelance staff and to people working on and off-screen.

All freelancers and employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, whether as a member of staff or on a freelance basis, will be on the basis of aptitude and ability. Access to opportunities for promotion, training or any other benefit will also be on the basis of aptitude and ability. All employees will be encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the creativity and success of the company.

We will:

* Ensure every employee and freelancer is able to work in an environment that promotes dignity and respect for all. We will not tolerate any form of intimidation, bullying or harassment.
* Ensure training, development and progression opportunities are available to all staff.

We will monitor the success of this policy regularly and review our progress at least once a year. We have developed an action plan to help us implement this policy. The person who is responsible for ensuring this action plan is implemented is Amy Cuff.

This policy is fully supported by the senior management of the company. Breaches of the policy may be regarded as misconduct and could lead to disciplinary proceedings.