



## **Fat Media – An Equal Opportunity Employer**

### **Statement of policy**

Fat Media aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the company/etc maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Fat Media's long term aim is that the composition of our workforce should reflect that of the community.

The Managing Director is responsible for the effective operation of Fat Media Equal Opportunity Employment Policy.

## **The policy**

### **General principles**

Fat Media aims to create the conditions whereby staff are treated on the basis of their relative merits, abilities and potential, regardless of their gender, colour, ethnic or national origin, family circumstance, age, disability, religious or political beliefs, socio-economic background, sexual orientation, trade union membership or other irrelevant distinction.

Fat Media believes that a properly implemented and monitored equal opportunities policy is in the best interests of the company, its staff and its clients, both present and future.

### **Publicising the Policy**

Fat Media undertakes to publicise this policy to all current and prospective employees

### **Vacancy advertising**

All vacancy advertisements will include an appropriate short statement on equal opportunity.

### **Selection and recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Reasons for selection and rejection of applicants for vacancies are recorded.

### **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly, and appropriate follow-up action taken.

## **General**

The objectives of this Equal Opportunities Employment Policy are to:

- \* Ensure that Fat Media has access to the widest labour market and secures the best employees for its needs.
- \* Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company/etc and themselves.
- \* Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- \* The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company/etc. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.