

**Sheffield Community Media and
Sheffield Local Television**

Equalities and Diversity Policy Statement

Sheffield Community Media and its trading arm Sheffield Local Television Limited are committed to promoting equality and diversity throughout all aspects of delivery including employment, volunteering, service provision and the recruitment and support of beneficiaries.

Equalities and diversity is the responsibility of all board members, staff and volunteers. It is expected that all involved will contribute to achievement of the equalities and diversity objectives, ensuring that policies are properly communicated and understood, and, more generally, promoting a culture that respects and values differences and that promotes equality and diversity.

Our general approach to equalities and diversity is based on the following principles:

- Adoption and regular review of a Code of Practice for Employment that covers all aspects of employment, including recruitment advertising, selection and conditions of service
- Integrating equalities and diversity into project planning and implementation including the setting and review of equalities and diversity policies, objectives and targets
- Monitoring performance on equalities and diversity including the collection and evaluation of relevant data on individuals and organisations that make use of our services
- Provision of relevant equalities and diversity information, instruction and training to assist staff, volunteers and associates to contribute to equalities and diversity objectives
- Promoting equalities and diversity awareness and good practice to our audiences and the general public including with regard to employment and service delivery
- Ensuring that disadvantaged areas and under-represented groups are particularly able to benefit and including equalities assessment for service delivery and activities
- Pro-actively seeking to engage women in areas where women are under-represented, including promoting women as role models, ensuring gender balance in selection of resource people for events and activities, providing flexible support in terms of timing and locations responsive to needs of parents and carers, incorporating cultural sensitivity on gender issues, and encouraging others to consider gender equality in their own practice
- Giving particular attention to the needs of disadvantaged minorities including BAME communities, migrants and refugees, encouraging culturally relevant services and activities targeting minority groups and building on the diversity of the local community and existing experience, including access to multi-language and other specialist services
- Ensuring all locations used provide physical access for persons with disability
- Ensuring where hot desk and ICT facilities are provided these include access to disability aids, such as text to speech conversion, text magnification, assistive keyboards, braille printing
- Providing specialist advice and guidance on accessibility to individuals and organisations that make use of our services and facilities including physical access to premises and ICT tools to enable participation of people with physical disabilities.

**Sheffield Community Media and
Sheffield Local Television**

Code of Practice for Employment

Statement of intent

1. Our company aims to be an equal opportunity employer and has a Code of Practice for Employment that sets out the means to achieve this purpose.
2. This Code of Practice covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and termination of employment.
3. The company's aim is that the composition of our workforce should reflect that of the community. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.
4. The company's Equalities and Diversity Policy, together with the Code of Practice for Employment and the measures to implement it, have been devised on the basis of advice from the relevant bodies and in consultation with its employees.
5. The objectives of this Code of Practice are:
 - (a) To ensure that the company has access to the widest labour market and secures the best employees for its needs.
 - (b) To 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 and themselves.
 - (c) To achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
6. A copy of the Equalities and Diversity Policy together with the Code of Practice for Employment will be provided to all employees.

Monitoring and review

7. The Chair of the Board has overall responsibility for effective operation and annual review of the Equalities and Diversity Policy together with the Code of Practice for Employment and for ensuring the Policy and Code is put into practice.

Vacancy advertising

8. All permanent vacancies and, wherever possible, all other vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

9. Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges etc, with significant minority group rolls, as well as to minority press/media and organisations.

Selection and recruitment

10. 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.
11. For all permanent appointments and, wherever possible, all other appointments, more than one person will be involved in the selection interview and recruitment process, and all should be familiar with this policy and should have had previous training or experience in equal opportunities.
12. Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.
13. Questions put at interview for a job should be based on the published selection criteria and no question should be put to one candidate that is not put to all.
14. Reasons for selection and rejection of applicants for vacancies will be recorded.

Positive action - training, promotion and conditions of service

15. Underrepresented groups will be encouraged to apply for training and employment with the company. Wherever possible, special training will be provided for underrepresented groups to compete on genuinely equal terms for jobs and promotion. Actual recruitment to all jobs will be strictly on merit
16. Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.
17. Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

Personnel records

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

19. 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.
20. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Compliance

21. The cooperation of all employees is essential for the success of the Equalities and Diversity Policy and the Code of Practice for Employment. To ensure our commitment to equalities and diversity is understood we will review annually our employees awareness of the policy as part of annual appraisal.
22. Ultimate responsibility for achieving the Equalities and Diversity Policy and the Code of Practice for Employment objectives, and for ensuring compliance with the relevant Acts of Parliament, lies with the company. Behaviour or actions against the spirit and/or the letter of the laws on which the Policy and Code of Practice is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

Last reviewed
May 2018