



## Equal Opportunities Policy

**1. Introduction.** CT Production Ltd. is committed to encouraging equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination. Our company is also committed to fighting unlawful discrimination against customers or the public.

**2. Scope.** Our aim is for our workforce to truly represent all sections of society and our customers, and for each employee to feel respected and able to give their best.

**3. Purpose.** To provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time. Not to discriminate unlawfully because of the Equality Act 2010 protected characteristics, including but not limited to:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race (including colour, nationality, and ethnic or national origin).
- Religion or belief.
- Sex.
- Sexual orientation.

Oppose and avoid all forms of unlawful discrimination, including but not limited to:

- Pay and benefits, as well as other terms and conditions of employment.
- Dealing with grievances, discipline, dismissal, and redundancy.
- Requests for flexible working.
- Selection for employment, promotion, training or other developmental opportunities.

**4. Our commitments are to:**

- Encourage equality, diversity, and inclusion in the workplace, as these are good practices and make business sense.

Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.



- Take seriously complaints of bullying, harassment, victimisation, sexual harassment, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and any other individuals during the organisation's work activities. Such acts will be dealt with as misconduct under our disciplinary procedure, and appropriate action will be taken.
- Where applicable, provide opportunities for training, development, and advancement to all staff. They will be helped and encouraged to develop their full potential so that their talents and resources can be fully utilised to maximise the organisation's efficiency.
- Review employment practices and procedures when necessary to ensure fairness, updating them and the policy to reflect changes in the law.

## 5. Prevention of Sexual Harassment – Statutory Duty.

In line with our legal obligations under the Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into force in October 2024, **CT Production Ltd. is committed to taking all reasonable steps to prevent sexual harassment in the workplace.**

This proactive duty means we will:

- Ensure all employees receive regular training on what constitutes sexual harassment and how to challenge or report inappropriate behaviour.
- Promote a workplace culture of respect, inclusion and zero tolerance for harassment of any kind.
- Provide clear, confidential, and accessible procedures for reporting sexual harassment, whether by colleagues, clients, or third parties.
- Investigate all complaints promptly, sensitively, and thoroughly, regardless of the seniority or role of the individual involved.
- Monitor workplace behaviour and provide feedback to identify and address patterns or risk areas.
- Take disciplinary action where necessary to address any breaches of our standards.

Failure to take reasonable steps to prevent sexual harassment may lead to liability for the company and potentially increase compensation awards by Employment Tribunals. All staff are expected to contribute to a respectful and harassment-free workplace.

## 6. Definition of Discrimination.

Discrimination is an unequal or differential treatment which leads to one person being treated more or less favourably than others are or would be treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.



## **7. Types of Discrimination.**

### **Direct Discrimination**

This occurs when a person or policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or belief, age, or sexual orientation.

### **Indirect Discrimination**

This is the application of a policy, criterion or practice that the employer applies to all employees, but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents.
- The employer cannot justify the need for the application of the policy on a neutral basis, and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

### **Harassment**

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

### **Victimisation**

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings, or they have given or intend to give evidence.

### **Reasonable Adjustments**

The Company has a duty to make reasonable adjustments to facilitate the employment of individuals with disabilities. These may include:

- Making adjustments to premises.
- Re-allocating some or all of a disabled employee's duties.
- Transferring a disabled employee to a role better suited to their disability.
- Relocating a disabled employee to a more suitable office.
- Giving a disabled employee time off work for medical treatment or rehabilitation.
- Providing training or mentoring for a disabled employee.



- Supplying or modifying equipment, instruction and training manuals for disabled employees or any other adjustments that the Company considers reasonable and necessary, provided such adjustments are within the Company's financial means.

If an employee has a disability and believes the Company could make any necessary adjustments, they should contact the Designated Officer.

## **8. Responsibility for the Implementation of this Policy.**

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to ensure that all employees, subcontractors, and agents do the same.

Employees may be held individually liable by the Company for their discriminatory acts, and in some circumstances, an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of these acts.

The Company takes responsibility for achieving the objectives of this Policy and endeavours to ensure compliance with relevant Legislation and Codes of Practice.