



# Equality & Diversity Policy

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## Statement and Guidelines for Implementation

- Express FM (Portsmouth) Ltd is committed to the principle of equality of opportunity for all in its employment, volunteering, access to its services and within its decision making structure.
- All those involved with Express FM must commit themselves to the principle of equality of opportunity and to the implementation of its equal opportunities policy.
- Express FM believes that no member of staff, volunteer or customer should receive less favourable treatment on grounds of the following protected characteristics: race, religion or belief, gender, sexuality, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or any other irrelevant factor. In addition to our moral responsibility, we recognize our obligation under the relevant discrimination legislation (i.e. Equalities Act 2010). We believe that all forms of prejudice and discrimination are unacceptable, and will strive vigorously to tackle these and to remove conditions that place people at a disadvantage.
- Our Equality Policy takes into account equal opportunities legislation in particular:
  - The Equal Pay Act 1970
  - The Sex Discrimination Act 1975
  - The Race Relations Act 1976
  - The Disability Discrimination Act 1995
  - The Human Rights Act 1998
  - The Race Relations (Amendment) Act 2000
  - Equalities Act 2010

## ***Policy Implementation***

### **1. Recruitment and employment**

1.1 All paid appointments, and all appointments to volunteer positions of responsibility, will be made on an applicant's ability to carry out the job.

1.2 A clear job description and person specification will be drawn up for each vacancy. Appointments will be made based on meeting the role requirements and person specification criteria.

1.3 All permanent vacancies (and other vacancies for appointments lasting over six months) will be advertised locally and elsewhere as appropriate.

1.4 A minimum of two people will form the selection panel, both of whom will be aware of equal opportunities guidelines for selection. The lead person will undertake appropriate training.

1.5 Applications for posts will be monitored to check that the range of applicants reflects the diversity of the community.

1.6 Express FM aims to provide equality of opportunity and demonstrate fairness to all throughout the employment practices within the Company by adopting a fair and open process. This will apply to all aspects of employment including training, promotion, transfer, disciplinaries and grievances, dismissal and all other benefits and terms and conditions of employment.

1.7 The Company operates with limited funds and is unable to provide additional benefits (such as child-care etc) however, wherever practical given the constraints of the job, flexible working arrangements (including part-time working and job-share) will be given full consideration for all employees.

## **2. Provision of Services**

2.1 Express FM recognises that it cannot directly control access to most of its services (such as information services delivered on air and training opportunities delivered in schools). However, we aim to ensure equality of opportunity to our services by the following means by:

- maintaining contact with a key link person in each service provision partner organisation to help partners gain a full understanding of the support available.
- distributing flyers/leaflets to ensure as wide as possible access.
- ensuring that all flyers/leaflets containing pictures avoid stereotyping and (as appropriate to the subject matter) reflect the diversity of our community.
- working to ensure that the widest range of needs are catered for.
- offering events in venues that are as widely accessible as possible.
- requesting 'special provision' information in booking / volunteer registration forms.
- undertaking equal opportunities monitoring of take up of provision.

2.2 Express FM takes steps to ensure that people who are short of money are not excluded from taking-part in station activities. If you are scheduled to take part, live in Portsmouth and are in receipt of an income-based benefit, you can claim public transport fares (by the lowest cost route) for a weekly return trip from home to the studios, or any such agreed one-off trips. You will be required to provide evidence of your benefits. Please discuss this in confidence with the Volunteers' Co-Ordinator or Station Manager.

2.3 We will ensure that equality of opportunity and valuing diversity are embedded in all our policies, procedures, practices, plans and activities.

### **3. Monitoring**

3.1 Express FM will conduct comprehensive and effective monitoring of its policies, procedures and practices through the collection and analysis of data and other evidence to support a regular cycle of monitoring.

3.2 The Station Manager will submit an annual report to the Board for analysis and discussion. This will be timed so as to inform the drafting of the relevant statement within the annual report and accounts.

### **4. Policy Communication and Review**

4.1 Information will be provided to all staff regarding policy guidelines and implementation. Training will be provided where appropriate.

4.2 The policy will form part of the station handbook and will be reviewed every two years. It is next due for review in or before May 2021.