



Think Tank Productions Limited

Equal Opportunities Statement

1. Think Tank Productions aims to set the highest possible standards of equal opportunities.
2. The company is aiming to ensure equality of opportunity to all employees, job applicants and members of the public. It will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, religion, nationality, sex, marital status, age, sexual orientation, HIV status or disability within the confines of it's ability. The company also affirms its commitment to treating part-time as equitably as full-time staff.
3. To meet these objectives the company aims to ensure that:
 - a) Selection criteria relate to job requirements and are not discriminatory (e.g. They should not require inappropriate qualifications or experience.)
 - b) Job descriptions and personnel specifications are not discriminatory.
 - c) Job advertisements are not confined to publications that exclude applicants from the above mentioned groups and are not worded in such a way as to do so.
 - d) Every job is open equally to all applicants with the required qualifications except where specific considerations apply.
 - e) Transfer, promotion and training is open equally to all eligible employees and selection criteria do not exclude applicants from any group.
4. All employees have personal responsibility for the practical application of the statement and will be held individually accountable for ensuring no form of discrimination occurs.
5. The Proprietor has overall responsibility for ensuring this statement is applied consistently.
6. Immediate enquiries will be made into suspected cases of direct discrimination or acts of commission or omission which lead to indirect discrimination. Any such practices will be stopped and disciplinary action may be taken against the individual(s) concerned.
7. The effectiveness of the implementation of the Equal Opportunities Statement will be monitored on a regular basis.