

## RESPECT AT WORK POLICY

### EQUALITY ACT

The Equality Act 2010 covers the same groups that were protected by existing equality legislation – age, disability, race, sex, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership and pregnancy and maternity. In addition, those who are classed as gender fluid, gender neutral or non-binary, have also been adopted. These are called and referred to as ‘protected characteristics’. Additionally, the company shall not discriminate against an employee or worker based on “associative” links; for example, where the employee or worker has a child who is disabled, or where they are the authorised carer for such individual.

### BULLYING & HARASSMENT

The Company shall not tolerate any form of bullying, harassment (including sexual harassment), discrimination or victimisation within the workplace of its employees. Any complaint of bullying or harassment shall be investigated thoroughly, and if found to have occurred shall be treated as Gross Misconduct which may result in summary dismissal.

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### SEXUAL HARASSMENT AND DISCRIMINATION

It is the responsibility of every individual within the organisation to promote a respectful working environment, free from unwanted behaviours or actions of a sexual nature. The Worker Protection Act (amendment of the Equality Act 2010) which is effective from 26 October 2024 updates the Equality Act 2010 and places additional responsibilities upon employers who **MUST** take proactive steps to prevent the sexual harassment of their employees in the course of their employment.

Note that the Company is committed to maintaining a workplace free from all harassment as well as ensuring it complies fully with the current UK legislation (including the latest changes to sexual harassment laws). This applies to all employees, contractors, volunteers, and any third parties who may interact with the Company and specifically relates to unwanted conduct of a sexual nature towards an employee. Please note, where filming involves scenes of an intimate nature, an intimacy coach must be engaged.

The company will not discriminate on grounds of gender, or non-gender, or relationships between partners whether married or otherwise; or because someone intends to undergo, is undergoing or has undergone gender reassignment; or due to an individual’s sexual orientation whether actual or perceived. All records however shall be amended to accommodate such changes.

The company shall not tolerate sexual harassment, which is harassment of a ‘sexual nature’; nor shall it tolerate ‘sex-related harassment’ which is unwanted conduct related to an individual’s sex or that of another person. This shall therefore include not allowing a working environment where sexual banter is commonplace and which, although not directed at an individual or caused by their presence, may nevertheless create an offensive environment for that person.

Any failure to observe the principles outlined in this policy will be subject to the Company’s disciplinary procedure which may result in disciplinary sanction up to and including summary dismissal.

## **RACE DISCRIMINATION**

The company recognises and will not discriminate on grounds of race, colour, nationality (including citizenship) or ethnic or national origins. Racial discrimination is not the same as racial prejudice.

## **AGE DISCRIMINATION**

The company shall not discriminate against any employee on grounds of age, whether young or old, which includes by way of job advertising, recruitment, working practices and duties within particular roles.

In view of the fact that there is no longer a statutory retirement age under UK legislation, the company shall not automatically retire you, unless it has objective justification to do so.

## **DISABILITY DISCRIMINATION**

The company will not discriminate against current or prospective employees who have, or have had, a disability, and will ensure reasonable adjustments are made where appropriate, in support of this. Where it is not possible to make reasonable adjustments, such as being unable to install a lift in a Grade II listed building, all reasonable steps shall be taken to consider other adjustments that could be accommodated, and these will be discussed with the employee at the relevant time.

The Equality Act defines a disabled person as “someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities which includes things like using a telephone, reading a book or using public transport”.

It will be considered discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia).

Individuals diagnosed with progressive forms of cancer, HIV and multiple sclerosis (this is not an exhaustive list) also fall within the scope of disability, and this protection is relevant from point of diagnosis rather than when the illness started to have an adverse effect on a person's ability to carry out their day-to-day activities. There may be other illnesses and conditions that affect an employee that may be regarded as protected, and these shall be considered on a case-by-case basis (e.g. depression, Type 1 diabetes, Crohn's disease).

Employees are requested to inform the appropriate senior manager within the company if such diagnosis occurs so that reasonable adjustments may be considered, and they should be reassured that any such disclosure shall be treated in the strictest confidence.

## **RELIGION OR BELIEF**

The company will respect an individual's religion, religious belief or other philosophical belief, and will not allow discrimination or harassment of that individual due to those beliefs.

## **EQUAL PAY**

The Company will treat employees equally, in respect of their terms and conditions of employment, if they are employed on 'like work', work rated as equivalent under a job evaluation study, or work found to be of equal value. Note: legislation on equal pay currently only uses comparison of individuals who do a similar job and are of opposite sex. This does not just cover remuneration alone but includes most terms in an employment contract. Variance within rates of pay due to length of service, performance, bonuses or individually agreed terms of contract will not be influenced by the gender of the employee.

Terms covering special treatment because of pregnancy, or childbirth, or those reflecting statutory restrictions on the employment of women, are not covered.

## **TRAINING**

The BBC expects that all cast and crew working for or with the BBC undertakes bullying and harassment training before it begins production with/for the BBC. The BBC may ask for confirmation that training was completed, and failure to do this may result in production being stopped until training has been verified.

All employers have a responsibility to their employees to ensure training is not a tick-box exercise and that further action may need to be taken to ensure all employees understand their roles and responsibilities when it comes to reporting incidents of bullying and/or harassment as well as expectations on employees' conduct and behaviour.

## **REPORTING INCIDENTS**

If a Company has any serious concerns about behaviour on a production for the BBC, they should contact their BBC Commissioning Editor or Genre Director as soon as possible.

If cast or crew members working on a production for the BBC feel they have been bullied or harassed at work, they should raise the matter directly with the production company that engaged them as their employer.

The Company will also have its own reporting procedure which should be correctly followed by those reporting and those managing reports of bullying and harassment. Every Company working with the BBC must have at least one designated Safeguarding Lead who will be suitably trained, be a senior member of staff for the Company and will take responsibility for supporting the implementation of adjustments in order to maintain a safe and comfortable environment for all.

## **BREACH OF POLICY**

If you feel that you have been treated inequitably in breach of the above policy, then you must initially raise the complaint through the Company Grievance Procedure. The Company shall then fully investigate any such complaint.

All employees are required to apply this policy in practice; failure to comply with, or deliberate breaches of the above legislation, will not be tolerated. This also applies to breaches via email or on social media. Such instances will be investigated and dealt with under the Company Disciplinary Procedure. If carried out deliberately or maliciously this will be regarded as Gross Misconduct and may, dependent upon the severity of the breach, result in summary dismissal.