



## **EQUAL OPPORTUNITIES POLICY**

### **1. Statement of Policy**

Creative Futures (UK) is committed to equal opportunities and diversity in both its workforce and in those it reaches through its projects. It will not discriminate against anyone on the basis of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion or age. Creative Futures (UK) is opposed to any form of unfair, unlawful, direct and indirect discrimination.

All employees, whether part-time, full-time, temporary or on a contract basis, will be treated fairly and with respect.

All those involved in projects delivered by Creative Futures (UK) will also be treated fairly and with respect.

### **2. Recruitment and Selection**

- i) We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- ii) Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- iii) Short-listing and interviewing will be carried out by more than one person where possible.
- iv) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- v) We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Any breaches of this policy will be taken seriously by the management of Creative Futures (UK) and will be fully investigated, and may result in Disciplinary proceedings.

This policy is reviewed annually.

Equality & Discrimination officer: Julian Knight, Creative Director  
Director Responsible: Karen Price, Chair of the Board of Trustees

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#### **Creative Futures (UK) Limited**

Company registered in England and Wales, No. 7578987 Registered Charity No. 1143459  
Registered address: Office 9a, The Beethoven Centre, Third Avenue, London W10 4JL  
Tel: 020 8964 2700 | [hello@creativefuturesuk.com](mailto:hello@creativefuturesuk.com) | [www.creativefuturesuk.com](http://www.creativefuturesuk.com)