

**awen productions community interest company**  
inspiring media for social change

## **EQUAL OPPORTUNITIES**

### **FAIR TREATMENT**

**In our business, everyone has the right to expect:**

- ☉ a work environment, free of harassment freedom from discrimination on the basis of race, sex, age, sexuality, disability, pregnancy or marital status fairness in access to training and decisions about leave fair dismissal/redundancy procedures.

**In our business, management will:**

- ☉ take all reasonable steps to prevent discrimination or harassment from occurring in the workplace.

**In our business, employees will endeavour to:**

- ☉ treat other staff and customers with dignity and respect, both verbally and physically
- ☉ report incidents of harassment or discrimination to management.

### **CODE OF CONDUCT**

**In our business, we will treat each other and our clients with respect and courtesy by:**

- ☉ speaking to people politely and with respect
- ☉ respecting rules and guidelines
- ☉ ensuring a harassment and bullying free workplace.

**In our business, management will:**

- ☉ make decisions that are fair, consistent, impartial and based on merit
- ☉ deal with issues and problems promptly and effectively.

**In our business, we will work together positively by:**

- ☉ being a reliable team member
- ☉ doing our fair share of the work
- ☉ listening to others and using appropriate language
- ☉ respecting the differences individuals can bring to a team.

### **INAPPROPRIATE BEHAVIOURS**

**The following behaviours do not have a place in our business:**

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- ☹ Teasing, putting people down
- ☹ Shouting or yelling at people
- ☹ Repeatedly asking someone out despite their clear refusal
- ☹ Unwelcome comments about a person's personal life
- ☹ Suggestive behaviours such as leering, ogling or wolf-whistling
- ☹ Offensive jokes based on sexual reference, or a person's race, disability, pregnancy, age, religion, marital status, sexuality or physical appearance
- ☹ Physical contact, such as fondling or touching
- ☹ Displaying or sending/receiving offensive materials such as pornography
- ☹ Indecent physical and verbal assault.