



For everyone.

Equality, Diversity and Inclusion Policy.

We know from experience that our Company is at its best when every member of our team feels respected, included, and heard - when everyone can show up as themselves and do their best work every day.

We at Remote Filming are committed to encouraging equality, diversity and inclusion in all our places of work.

Our aim is to be truly representative of all sections of Society and our Clients, and for everyone working with us to feel respected, valued, and able to give their best.

We are also committed against unlawful discrimination of Clients or the General Public.

Our Policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time, full-time, or freelance.
- Respect laws and in particular *The Equality Act 2010* protecting the rights to equality for the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race - including colour, nationality, and ethnic or national origin - religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of discrimination, unlawful or otherwise. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities.

We commit to:

- Encouraging equality, diversity and inclusion wherever we are working, as they are good practice and make good business sense.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of everyone we work with are recognised, respected and valued.
- This commitment includes those for whom we are responsible, including Employees, about their rights and responsibilities under our Equality, Diversity and Inclusion Policy.
- Everyone we work with should understand they, as well as us, the employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, against fellow Workers, Clients, Suppliers and the Public.

- We also commit to taking seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow Employees, Clients, Suppliers, Visitors, the Public and any others in the course of our work.

Such acts will be dealt with as misconduct under our Grievance and/or Disciplinary Procedures, and appropriate action will be taken. Particularly serious complaints, if found to be justified, could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter *and* a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Making opportunities for training, development and career progress available to every Employee, who will be helped and encouraged to develop their full potential so their talents and resources can be fully utilised to maximise their value to Remote Filming.

Decisions relating to their training, promotion and career development will be based on merit (*apart from in any necessary and limited exemptions and exceptions allowed under The Equality Act*).

- Ensuring our employment practices and procedures are fair.

We will continually review and, when necessary, update them and this Policy to take account of changes in the law.

- Monitoring the make-up of our Employees to meet the aims and commitments set out in our Equality, Diversity and Inclusion Policy.

Our monitoring will include assessing how the Equality, Diversity and Inclusion Policy and these commitments are working in practice, with open and transparent annual reviews with a view to improving our performance and address any issues highlighted by our Team.

Our Equality, Diversity and Inclusion Policy is fully supported by us, the Directors and Owners of Remote Filming and recognise the not only the legal requirement to do so, but as the right thing to be doing, not least as we have also experienced some of the discrimination we so want to avoid and condemn.