



EQUAL OPPORTUNITIES POLICY STATEMENT OF INTENT

It is the policy of *Knowles Studios* to treat all employees, students, parents, carers, and the public and job applicants fairly and equally regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, and pregnancy or maternity.

Furthermore, *Knowles Studios* will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

In terms of recruitment, *Knowles Studios* will regularly review the procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

We are committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.