

Equal Opportunities

Equal Opportunities Method Statement

Our job is to communicate effectively with every conceivable audience. To succeed in this task, inclusivity must, and does, lie at the heart of our culture. Our philosophy, actions and values in this regard extend far beyond the legal requirement of non-discrimination against employees to encompass partners, freelancers, suppliers, clients and end-users.

Policy

We aim to be an equal opportunity employer. Our founding partners, Lynda Brockbank (Creative and Managing Director) and Rodger Banning (Finance and Systems Director) are responsible for the effective operation of an equal opportunities policy that covers all aspects of employment, from recruitment advertising and selection procedures to training, conditions of service and reasons for termination of employment.

Priorities and approach

Our recruitment drives focus on finding individuals with the appropriate abilities and experience, regardless of sex, race, age, disability, religion or belief or sexual orientation. All vacancies are advertised externally. All advertisements and instructions to recruitment consultants include a short statement on equal opportunity. When we advertise for permanent positions, we do so on our website and at www.arts.ac.uk and, if appropriate, in trade publications and/or local and national newspapers.

Every suitable applicant is given two interviews: one with at least two members of the design team and another with our creative and managing director. Reasons for selection and rejection are a matter of record. Feedback is always provided on request. Appointments to all positions are made strictly on merit and the only criteria by which team members are distinguished is by levels of experience and responsibility.

Targets and action plan

Our long-term aim is to create a team that more accurately reflects the diverse community within which we operate recognising that at the moment, under-representation does exist both at Crescent Lodge and within the design industry as a whole. Wherever possible, we make the effort to identify and remove unnecessary or unjustifiable barriers to the inclusion of disadvantaged and/or under-represented groups.

For example, in the interests of widening access to the design industry, we have an ongoing work placement policy with local school and college students and, through social services and the Metropolitan Police, with young offenders. We involve ourselves in collaborative creative projects with asylum seekers and refugees, through Lynda's trusteeship of a charity dedicated to international cultural exchange. We also sponsor an MA at University of the Arts London for ethnic minority British students.

Policy communication

All recruiters receive a copy of this Equal Opportunities Method Statement, and it is included in the welcome pack we give to new employees. It is also freely available on request via our website.

Should any employee have an issue with the way they are treated in this regard, they may refer to our Complaints Procedure that is included in their welcome pack.