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**WARNER BROS.  
TELEVISION  
PRODUCTION UK  
GROUP**

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**DIVERSITY AND  
EQUALITY  
POLICY**

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## **INTRODUCTION**

Warner's Diversity and Equality Policy aims to encourage equal opportunities, fairness and respect amongst individuals in order to promote good working practices. Warner embraces diversity as a source of innovation, creativity and competitive advantage and seeks to create a working environment where people can be at their best both personally and professionally.

When discrimination takes place, it can bring about a climate of fear and insecurity, can demoralise those on the receiving end and can sometimes affect work performance. It is therefore vital that every employee and member of Warner's non-employee workforce understands his or her responsibilities under this Policy. Warner will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously.

This Policy is applicable to all employees and members of the non-employee workforces of Warner Bros. Television Production UK Limited and each of its subsidiary companies (each referred to as Warner in this document).

Warner will distribute and publicise this Policy to all employees and members of Warner's non-employee workforce from time to time as appropriate.

This Policy is effective from October 2020. It does not form part of your terms and conditions of employment or engagement and we reserve the right to review, revise, amend or replace the contents of this Policy to reflect the changing needs of the business or to comply with new legal developments.

Please also refer to Warner's Anti-Bullying and Anti-Harassment Policy which deals with bullying and harassment in more detail or speak to HR for further information.

## **WHAT ARE DIVERSITY AND EQUALITY?**

**Diversity** focuses on embracing differences and valuing everyone. Warner aims to create a workforce which reflects the diverse community at large and values the individual contributions of people irrespective of age, disability (whether mental or physical), gender reassignment, marital or civil partner status, pregnancy, maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (the "Protected Characteristics").

**Equality** is about breaking down barriers and ensuring equal opportunities and treatment for everyone. Warner is committed to providing and maintaining a work environment free from unlawful discrimination where individuals are treated on the basis of their merits and abilities and treated with dignity and respect.

## **DISCRIMINATION**

You must not unlawfully discriminate against other people including current and former employees, freelancers, job applicants, clients, customers, suppliers and visitors.

While Warner's principal concern is to ensure that any form of discrimination does not occur in the workplace, you are also expected to adhere to this Policy outside of work including, for example, at Warner social events, during travel to and from work, in accommodation provided by Warner, on social media and in all interactions with colleagues. Please be mindful that alcohol and drugs can affect behaviour and that, being under the influence of alcohol or drugs, is not an acceptable excuse for a breach of this Policy.

The following forms of discrimination are unlawful and are prohibited by Warner:

- a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- c) **Harassment:** this includes sexual harassment and other unwanted conduct (related to a Protected Characteristic) that has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient. Harassment is dealt with further in Warner's Anti- Bullying and Anti-Harassment Policy.
- d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## RECRUITMENT AND SELECTION

Recruitment, promotion and other selection exercises will be conducted on the basis of merit, against objective criteria that avoids discrimination.

Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. We take steps to ensure that our vacancies are advertised to a diverse labour market. Internally, vacancies are advertised on the Warner Bros. careers website and circulated to internal distribution lists. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. Job applicants should not be asked about health or disability before a job offer is made, except in the limited circumstances allowed by law. For example:

- (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- (c) Positive action to recruit disabled persons.
- (d) Equal opportunities monitoring (which will not form part of the selection or decision-making process).

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality.

## **DURING EMPLOYMENT**

Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all who should have access to them and that there are no unlawful obstacles to accessing them. All processes and procedures carried out by employees of Warner should be done in a way that ensures the aims of this Policy are met.

## **DISABILITIES**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager or HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Please note that this includes mental disabilities as well as physical.

## **FLEXIBLE WORKING ARRANGEMENTS**

Warner recognises the value in flexible working arrangements as a tool to engage employees and contributes to creating an environment of diversity and equality. Please refer to Warner's Flexible Working Policy for further guidance or speak to HR.

## **TERMINATION OF EMPLOYMENT**

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **WHAT HAPPENS IF YOU BREACH THIS POLICY?**

The highest standards of conduct are required of everyone regardless of seniority and how they are employed or engaged by Warner. Breaches of this Policy will not be tolerated and any employee or member of Warner's non-employee workforce who fails to adhere to the principles in this Policy runs a significant risk of disciplinary or other action, up to and including termination of their employment or engagement.

## **REPORTING DISCRIMINATION**

Warner encourages its employees and its non-employee workforce to raise, in good faith, any concerns they have under this Policy.

Where possible and if appropriate, if you believe you are the subject of any form of discrimination, you may be able to resolve the issue informally by first making the person aware that their behaviour is unacceptable and asking that person to stop the behaviour.

If the behaviour continues or if you do not feel able or willing to deal with the issue in this way, you should either report it to your line manager or approach a member of HR. At this stage, the complaint will be discussed in absolute confidence. However, there may be circumstances where Warner is subsequently obliged to disclose information to a third party. This includes, for example, where your complaint leads to disciplinary action against an employee of Warner or where Warner is legally obliged to disclose the information to a third party. Warner may also have an obligation to address the issues discussed even if you later decide not to make a formal complaint.

If it is not appropriate to try to resolve the matter informally or you wish to make a formal complaint, you should do so in writing, under Warner's Grievance Procedure (if you are an employee) or by contacting HR (if you are a member of Warner's non-employee workforce).

Warner encourages you to take action as soon as possible in relation to any acts of discrimination either against you or that you have witnessed against someone else. If, however, Warner reasonably considers that you have not acted in good faith in making a complaint, it reserves the right to take appropriate action against you.

All complaints will be handled fairly, confidentially and sensitively. Furthermore, all employees and members of Warner's non-employee workforce shall be protected from victimisation, coercion, intimidation, retaliation, interference or discrimination, for reporting in good faith, any alleged acts of discrimination or participating in an investigation of a discrimination complaint. Such victimisation is unlawful.

Warner offers support to all internal parties involved in any complaint under this Policy, through its Employee Assistance Program (EAP). Further details of the EAP are available from HR.

HR can be contacted on: [hr@wbitvp.uk](mailto:hr@wbitvp.uk)