

EQUAL OPPORTUNITIES POLICY

The TRB's policy is to offer equal treatment and opportunities in all aspects of employment to men and women regardless of their sex, sexual orientation, colour, marital status or family circumstances, HIV status, race, nationality, ethnic or national origins, religious beliefs, political opinions, disability or age.

How the Equal Opportunity Policy is put into practice:

Recruitment

TRB ensures that advertisements do not, or might not, indicate an intention to commit an act of discrimination e.g. by preferring people from a particular ethnic background, or sex, or by indicating that disabled candidates will not be considered for a job.

- Advertisements should clearly state the skills required for the job
- No requirements should be prescribed eg length of residence or experience in the UK
- If a particular qualification is required, it should be made clear that a fully comparable qualification gained overseas is acceptable

Recruitment advertisements are placed in a variety of publications to ensure the largest pool of potential candidates are made aware of the position e.g. national papers, local papers, the Internet, trade papers
All recruitment for the TRB is overseen by the Theatre Administrator.

Selection

- Candidates short-listed are those who, on the application, appear best qualified for the job
- Candidates are only assessed against the job description and person specification
- Interviews are conducted by the Head of Department and another Senior Manager from a separate department
- Interviewers avoid asking questions which are potentially discriminatory
- All candidates are treated courteously
- Disabled candidates will not be rejected without first considering whether, after reasonable adjustments, they might be the best person for the job

Terms and Conditions

- Care is taken to ensure that there is a consistency when offering terms and conditions of employment
- Male and female staff are offered the same pay for doing the same job