Equal Opportunities and Diversity Policy

DISTRIBUTION

This Equal Opportunities and Diversity Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

REVISION HISTORY

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

ZAM FM LTD is committed to promoting equal opportunities for all, irrespective of colour, race, religion or belief, ethnic or national origins, gender, marital/civil partnership status, sexuality, disability or age. ZAM FM LTD is committed to reflecting the diversity of the UK and to making its services accessible to all.

WHAT IS EQUAL OPPORTUNITY AND DIVERSITY?

This applies both to our output, and the people who work here. ZAM FM LTD aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone.

Equal opportunity is about complying with our legal obligations to provide equal access to opportunities and services for everyone. It is also about removing any barriers or discriminatory practices that may affect particular groups.

Diversity is a concept based on the principle that everyone is different in some way, and that taking an inclusive approach brings benefits and advantages. It is about recognising, respecting and valuing the differences that everyone has.

RESPONSIBILITIES FOR EQUAL OPPORTUNITIES AND DIVERSITY AT ZAM FM LTD

Everyone has an obligation to act in accordance with the above ZAM FM LTD Equal Opportunities Statement. Everyone must ensure their own behaviour does not cause offence to others. Staff who have concerns or issues in relation to equal opportunities and diversity, are encouraged to raise this with their line manager. Other sources of advice and information can be obtained from HR.

Equal Opportunities and Diversity Policy

Divisions will have diversity strategies embedded into their divisional plans, and channel controllers, commissioners and creative leaders will be engaged in helping ZAM FM LTD meet its ambitions on diversity.

Positive Action

Positive discrimination is illegal but positive action can be taken in circumstances where certain groups are under-represented in particular areas of work at ZAM FM LTD. Examples of positive action to enable individuals to reach the required level to compete for jobs and promotion opportunities include, interview, management and assertiveness skills training.

Positive action can also consist of a wide range of outreach activities, open days, media awareness days, and job adverts designed to reach and encourage applicants from underrepresented groups.

MONITORING

ZAM FM LTD monitors equal opportunities information of the recruitment and selection process and current headcount. The purpose of monitoring data not only enables ZAM FM LTD to meet certain legal obligations but enable ZAM FM LTD to set diversity targets and monitor the developments in meeting these targets.

RAISING CONCERNS

All staff are required to comply with the principles of this policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Where staff raises an allegation of discrimination arising in the course of day-to-day working, the grievance procedure should be followed. All employees have a right to a working environment free from harassment. ZAM FM LTD is opposed to harassment in any form and is committed to providing a workplace in which the dignity of individuals is respected.

Managing Director

Name: Danish Iftikhar

Sign: 

Dated: 22/09/2023