

## **Equality and Diversity Annual Report (2011)**

### **Introduction**

Sports Information Services Ltd (SIS) is committed to the promotion of an inclusive workplace and a working environment where everyone is treated with dignity and respect, where the talents and skills of different groups are valued.

This report provides information on the key activities under taken by SIS between 1 January and 31 December 2011 to ensure that everyone is treated equally and fairly at work.

### **How are employees informed of the company's policy?**

Employees are issued with a new starter pack prior to commencing their employment with SIS that includes the employee handbook which contains SIS' Development Policy and SIS' Equal Opportunities Policy. A copy of the employee handbook is also available to all staff on the HR section of the company intranet.

The employee handbook is also discussed during company induction with a whole section on terms and conditions.

### **What is SIS' Equal Opportunities Policy?**

#### Policy

The Company is committed to ensuring equality of opportunity in all aspects of employment, including policies, practices and procedures. Everyone who applies to or works for the Company will be treated equally, regardless of race, colour, nationality, ethnic origin, gender, disability, marital status, sexual orientation, religion, social or employment status, or age.

As a business, the Company's policy is to recruit, develop and promote employees purely on the basis of talent, ability and skills.

This policy is designed to benefit all permanent and temporary employees, job applicants, agency employee's, freelancers and contractors. The requirement not to discriminate, either directly or indirectly, applies to all those who work for the Company, whether or not they are employees, but is particularly relevant to those who make decisions affecting job applicants and employee development. It is relevant to every aspect of work, including recruitment, selection, appraisal, counseling, promotion, terms and conditions (including hours of work), compensation, training and personal development.

### Disabled Employees

The Company recognises that it has clear obligations towards all its employees and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the Company. In addition to complying with the requirements of the legislation, the Company will follow procedures designed to provide fair consideration and selection of disabled applicants and to satisfy their training and career development needs. Where employees become disabled in the course of their employment with the Company, reasonable steps will be taken, to accommodate their disability by making reasonable adjustments to their existing employment or redeployment and, through appropriate retraining to enable employees to remain in employment with the Company wherever possible.

### Job Advertisements

The HR Service Centre will ensure that all recruitment advertisements, whether internal or external are not discriminatory. External advertisements will use a range of methods and sources to ensure that they are seen by as wide a pool of applicants as possible.

### Performance and Promotion

Assessment criteria are designed to ensure that judgments about performance and decisions about promotion are based on objective evidence, and do not, therefore, discriminate against any groups or individuals.

### Grievances

If you are concerned about the application of this policy or believe that you have received less favourable treatment in relation to any of the criteria set out in paragraph 2.1 above you should make an informal or formal complaint under the Harassment or Grievance procedures (sections E3 and E2 respectively of this Handbook).

### **How does SIS practice its policy?**

Vacancies are advertised internally on the company intranet and are advertised externally on our company website as well as through other external sources such as agencies and job boards to target a wide range of candidates

We are committed to ensuring we give everyone the same chance to do well in their job, get training and move into other job roles within the business. Policies are in place which set out the behaviours we expect in the workplace, Staff and their

representatives are consulted on changes to policies and practices which will affect their working lives.

When considering the way we organise and plan our business we ensure that everyone had the same chance to use our buildings and facilities unless some employees need separate rooms for privacy or because of their religion or belief. We have clear policies on health and safety and carry out regular risk assessments to promote staff health and wellbeing. When deciding on our dress codes we are careful that these rules do not discriminate in any way because of sex, disability, religion or belief.

When recruiting to new roles we are committed to treating all job applicants fairly in deciding who gets the job. We do not ask people about their health or disability before we offer them a job. We will make reasonable adjustments to give disabled people the same chance as anyone else. We will not ask female applicants about being pregnant when interviewing for a job or refuse to give a woman a job because she is pregnant.

When deciding on the hours people work we do not unlawfully discriminate when deciding when people work and when they can have time off. This includes deciding if people can work flexible hours and making changes for people who are disabled. We recognise that parents and carers have a legal right to request flexible working and have procedures in place for dealing with these requests. We will not change the time a person has to work without reasonable grounds if it goes against their religion or belief. When an employee is absent from work due to ill health we make reasonable adjustments to help them get back into work. We recognise there are special rules about employees taking time off work when they are pregnant or to care for a new baby or adopted child.

When we decide on pay levels we consider what other organisations in the area pay for the job, the skills and training people need and how well the person does the job. Work related training and development is available to all employees. We carry out activities which bring staff together to promote inclusion and understanding and these are planned to take account of access requirements of different staff as well as caring responsibilities and cultural differences.

### **How do we monitor the policy's effectiveness?**

We currently compile and analyse data on our staff by age, ethnic group, gender and disability and noting where in the organisation's structure different groups work. This enables us to identify any under-represented groups and areas of organisational segregation.

## Equal Opportunities Data

### Demographic make-up of the Workforce 2011

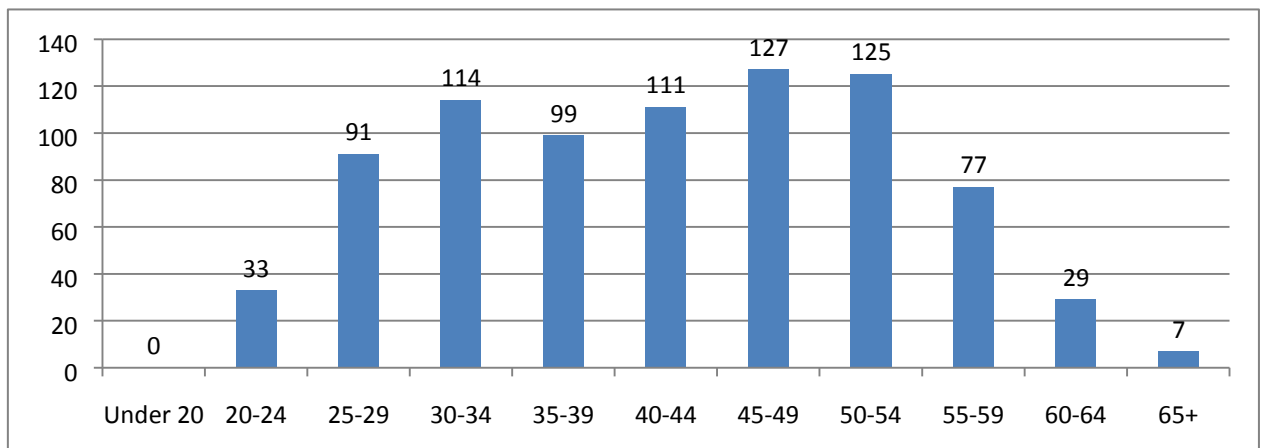
SIS employed a total of 813 staff as at 31<sup>st</sup> December 2011. This is an overall reduction of 37 people from the total number of people employed at 31<sup>st</sup> December 2010. This reduction in headcount is linked to the closure of our London office and a voluntary separation scheme operated in 2011 which led to a large number of mainly older employees taking voluntary redundancy.

### Gender

The gender split of the 813 staff is 16.61% female and 83.39% male and this is similar to last year's figures of 16.47% female and 83.53% male.

### Age

The age profile of the permanent workforce as at 31<sup>st</sup> December 2011 based on 5 year age bands was as follows:



This is a similar profile to that as at 31<sup>st</sup> December 2010 with the 45-49 band having the largest number of people and the under 20 band having the lowest.

### Ethnic Background

	White	Mixed Race	Other Ethnic Background	Unknown	Total
Male	580	7	37	54	678
Female	117	3	10	5	135
Total	697	10	47	59	813

Of the 813 permanent staff 85.73% were white, 1.23% are mixed race, 5.78% were from an other ethnic background and the ethnic background of 7.26% of staff was unknown.

### Job Function

	Programmes & Programming	Support & Admin	Technical & Engineering	Sales & Marketing	Total
Male	84	172	398	24	678
Female	28	75	22	10	135
Total	112	247	420	34	813

51.66% of staff are employed in Technical and Engineering roles, of these 94.76% are male.

### Job Category

	Board	Senior Management	Middle Management	Junior Management	Non Management	Total
Male	7	10	29	30	602	678
Female	1	2	8	12	112	135
Total	8	12	37	42	714	813

87.82% of staff are employed in non management positions, of these 84.31% are male.

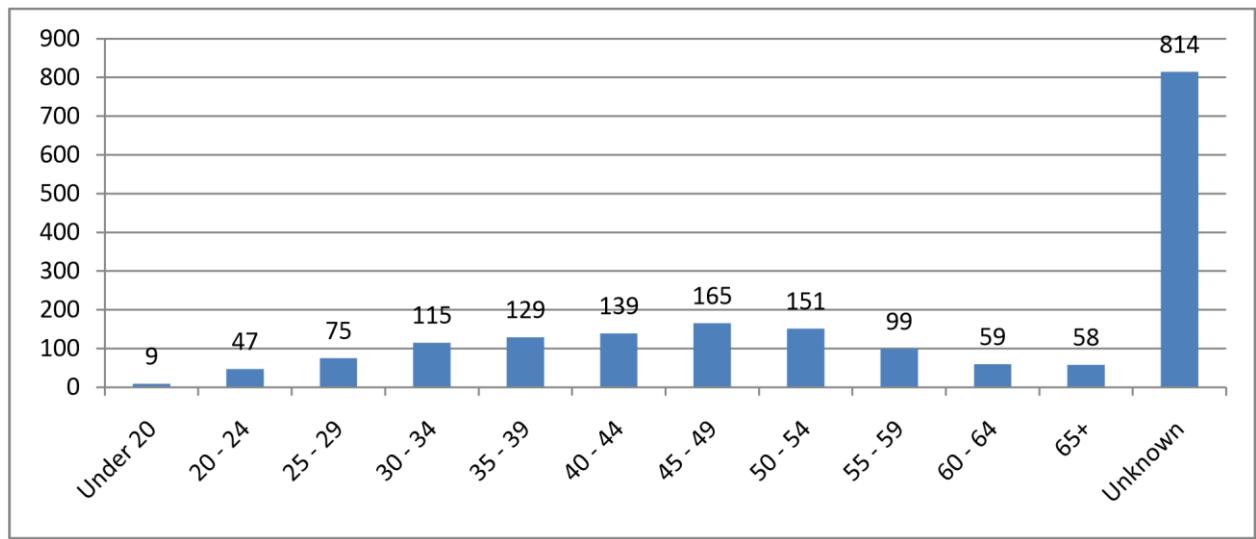
### Disability

As in 2010, there are 2 of the 813 staff who have disclosed that they have a disability, these are both white males in the non management job category.

### Composition of Freelance & Casual Staff

#### Age

SIS employed a total of 1860 freelance and casual staff during 2011 and the age profile of that workforce based on 5 year age bands was as follows:



Of those whose age is known the majority of freelance/casual staff are in the 45-49 age group the same as our permanent workforce.

At least 300 of the 1860 freelancers are trading as companies so personal and equal opportunities data was not collected.

### Ethnic Background

	White	Mixed Race	Other Ethnic Background	Unknown	Total
Male	63	3	3	1573	1642
Female	16	1	0	140	157
Unknown	0	0	0	61	61
Total	79	4	3	1774	1860

### Job Function

	Programmes & Programming	Support & Admin	Technical & Engineering	Sales & Marketing	Unknown	Total
Male	97	6	1451	2	86	1641
Female	24	4	125	0	4	157
Unknown	9	0	5	0	47	61
Total	130	10	1581	2	137	1860

As the majority of freelancers/casual staff are employed in the SIS LIVE division this accounts for the higher number of staff being employed in the Technical and Engineering job function.

**Job Category**

	Board	Junior Management	Middle Management	Senior Management	Non Management	Unknown	Total
Male	0	1	0	2	205	1434	1642
Female	0	1	1	0	31	124	157
Unknown	0	0	0	0	56	5	61
Total	0	2	1	2	292	1563	1860

We are currently putting in place systems to collect and examine data on the other protected characteristics as defined in the Equality Act 2010,

During the next year we will:

- Carry out an audit of employee’s salaries according to membership of different groups and check the rates of progression within and through job grades.
- Look at the retention and exit rates by different groups.
- Review our formal policies that deal with discrimination , bullying and harassment and carry out refresher training with our managers to ensure they are clear about the policies and trained to act quickly when dealing with complaints
- Extend the monitoring to include freelance and casual staff and job applicants

**Training & Development**

Training is currently identified on an ad hoc basis as business and operational needs arise, however training and development is available to all employees where it is relevant to their role and will add value to the business. We also support a number of employees through professional study with sponsorship and study leave.

We try to ensure that all new starters attend the company induction within 2 months of them starting. Managers of new starters are also provided with a new starter induction checklist which ensures they cover everything they need to within the first few months of the employee commencing employment.

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In 2010 SIS committed to demonstrating its commitment to development and talent management by introducing a new performance management programme which has now been finalised and will be rolled out during 2012, starting with Performance Management workshops for all managers. The new performance management process will assist managers with identifying areas of training and development to meet performance standards with the introduction of company values and individual objectives.

In 2011 SIS committed to a Youth Contract programme in 2012 to coincide with the move of the business to the new offices in MediaCityUK, Salford and in conjunction with local colleges.