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EQUAL OPPORTUNITIES FOR SHORT TERM CONTRACT AND FREELANCE WORKERS IN BROADCASTING

**KATE HOLMAN
SOLANGE ORTIZ**

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SHORT TERM CONTRACT AND
FREELANCE WORKERS IN
BROADCASTING**

**Working Document of the 9th meeting
of the Steering Committee for Equal
Opportunities in Broadcasting**

**Kate Holman
Solange Ortiz**

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Commission of the European Communities
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Contents

- I. Working Document of the 9th meeting of the Steering Committee for Equal Opportunities in Broadcasting - 19 May 1992

- II. Draft Recommendations of the Steering Committee for Equal Opportunities in Broadcasting - subject to the final approval of Steering Committee members

**COMMISSION OF THE EUROPEAN COMMUNITIES
STEERING COMMITTEE FOR EQUAL OPPORTUNITIES IN BROADCASTING**

9th Meeting - 19 May 1992
Working Document

**I EQUAL OPPORTUNITIES FOR SHORT TERM CONTRACT AND
FREELANCE WORKERS**

INTRODUCTION

The Working Document has been prepared from responses to an Information Schedule mailed to members of the Steering Committee for Equal Opportunities in Broadcasting at the beginning of February 1992. The schedule asked for information about the number of women being employed by broadcasting organisations as short term contract, temporary, freelance, and casual workers; their status and working conditions. Replies were received from 25 organisations in 11 member states.

This theme, for the 9th meeting of the Steering Committee, was agreed by the **Equal Opportunities Unit of the Commission of the European Communities** at the end of 1991.

Although considerable improvements have been made in the employment position of women in broadcasting since the Steering Committee was established in 1986, the Unit was concerned by evidence of increasing casualisation¹ in the industry, in some of the European Community countries, in recent years. It was felt that the Committee should have more information about this apparent trend, and its impact on progress towards equal opportunities. What proportion of this non-permanent workforce is female? How do working conditions compare with those of permanent staff in areas such as pay, access to promotion, training, and parental provision? These are the sort of questions to which the 1992 Information Schedule seeks answers.

At the meeting of the **Equality Officers Sub-Committee** in Brussels on 2 July 1991, participants stressed the need to examine problems raised by the increasing recruitment of freelance workers, an escalation in working hours, and subsequent childcare problems.

¹ The word 'casualisation' is used as a general term covering the use of temporary short term contract (renewable/non-renewable), freelance, and casual staff.

For the first time, the Information Schedule included not only questions addressed to broadcasting organisations, but also a brief section for distribution to individual women working on a short contract or casual basis. It was felt that this information from women themselves would be useful in building a complete picture, especially in establishing how far such working patterns are accepted by women, whether particular forms of discrimination exist, and what measures would be of special assistance in promoting equal opportunities. It was recognised from the outset that these replies were not intended to form a comprehensive survey, but merely as representative as possible a sample of opinion. Responses were received from women in Belgium, Denmark, France, Germany, Ireland, Portugal, Spain and UK.

For the purposes of the Information Schedule, workers were divided into two categories:

Temporary short term contract staff, defined as those whose employment was covered by a contract with a clearly stated finishing date (whether renewable or not).

Casual (freelance) workers, defined as those not covered by contract, employed usually at short notice on a daily or weekly basis.

This was merely a convenient categorisation for the purpose of launching the inquiry. The Co-ordinators recognised that it would not necessarily coincide with definitions employed by broadcasting organisations themselves, and would therefore need to be amplified in the report to the Steering Committee.

GENERAL RESPONSE

Two facts became clear from the beginning of the inquiry:

A) Detailed information about the employment of short term contract and casual workers is scarce, and hard to obtain. The right to hire is frequently devolved to relatively junior levels of the organisations - particularly in the case of freelances - and centralised records and controls may not be kept. This is confirmed by RTP (Portugal) and Central Television in the UK, for example, where some 75 to 100 managers have authority to engage short term contract staff, and this number increases as authority is delegated to producers and directors. The implication clearly follows that where no overall monitoring of numbers of short term and casual workers exists, there can be no information about the distribution of women, their relative status, pay and conditions, and areas of discrimination.

B) The question of casualisation in broadcasting is a sensitive one, and subject to rapid change. As a result, some companies have been cautious about revealing their policies and practices. RTL in Luxembourg, for instance, after discussions, informed us that it would not be contributing to the 1992 Information Schedule on grounds of confidentiality.

WDR (Germany) also declined to complete the schedule in full because of the requirement to compete with commercial broadcasting organisations, and need to protect its own position in an increasingly competitive environment.

In a number of countries, governments have intervened with legislation controlling the numbers of casual staff and their working conditions. In others, the issue has been the subject of negotiations with workers' representatives.

Thus, the amount of detail we have from different member organisations varies a great deal. We were still waiting for basic information at the end of April - less than a month before the Steering Committee meeting date. In Table 1, it can be seen that among those companies using freelances, only half were able to supply even an estimate of the number involved.

1. EMPLOYMENT OF SHORT TERM CONTRACT AND CASUAL (FREELANCE) STAFF IN BROADCASTING, 1992

1.1 Not surprisingly, all the organisations taking part in the survey stated that they do employ non-permanent staff. Two of them: **Antenne 2 (France)**, and **WDR (Germany)**, were unable to supply any figures on either short term contract or casual staff.

1.2 Table 1 shows that in 19 of the 23 organisations who provided information, women make up a higher proportion of short term and freelance staff² than of permanent staff, and at **RDP (Portugal)** a higher proportion of short term staff. In two companies (**RTVG Spain**, and **RNWO Netherlands**) the proportions are the same, or very slightly lower. Only at **RTVM (Spain)** is the proportion of female temporary staff (26.7%) considerably smaller than the proportion of women in permanent employment (38.7%). The number of temporary workers involved (15 in total) is so small that it is hard to draw any significant conclusions.

In some organisations, the proportion of women in non-permanent posts is more than double that of women in permanent jobs, the highest percentages being found in **ERT (Greece)**³, **RTE (Ireland)**, **KRO, NOB (Netherlands)** and **ZDF (Germany)**⁴.

² Where figures for freelances are given.

³ Again a small number: just 29 short term contract staff in all.

⁴ **ERT, KRO** and **ZDF**: short term contract only - no details of freelances provided.

EMPLOYMENT STATUS OF WOMEN IN BROADCASTING: 1992
25 Organisations in 11 EC Member States

ORGN.	TOTAL PERM.	WOMEN PERM.	% WOMEN	TOTAL TEMP.	WOMEN TEMP.	% WOMEN	OVERALL TOTAL	% WOMEN	TOTAL FRE-L.	WOMEN FRE-L.	% WOMEN
Radio Orgs.											
RADIO FRANCE (a)	2.785	1.188	42,7	209	120	57,4	2.994	43,7	5.043	n/c	n/c
RNWO (b)	320	112	35,0	27	9	33,3	347	34,9			
RDP	1.900	726	38,2	142	74	52,1	2.042	39,2	423	141	33,3
All Radio	5.005	2.026	40,5	378	203	53,7	5.383	41,4	5.466	n/a	n/a
TV Orgs.											
ANTENNE 2	1.337	568	42,5	n/c	n/c	n/a	n/c	n/a	n/c	n/c	n/a
ZDF (a)(c)	3.949	1.433	36,3	627	375	59,8	4.576	39,5	4.055	n/c	n/a
RTP (d)	2.392	796	33,3	67	38	66,7	2.449	34,1	n/c	n/c	n/a
CENTRAL	946	400	42,3	183	87	47,5	1.129	43,1	n/c	n/c	n/a
All TV	8.624	3.197	37,1	867	500	57,7	8.154	45,3	4.055	n/c	n/a
Radio TV Orgs.											
BRTN (e)	2.589	692	26,7	560	200	35,7	3.149	28,3	20	n/c	n/a
RTBF (c)	2.663	870	32,7	394	200	50,8	3.057	35,0	n/c	n/c	n/a
DR (c)	3.210	1.240	38,6	140	70	50,0	3.350	39,1	180	80	44,4
SWF (f)	2.416	812	33,6	n/c	n/c	n/a	n/a	n/a	500	203	40,6
WDR (g)	4.686	1.800	38,4	n/c	n/c	n/a	n/c	n/a	n/c	n/c	n/a
ERT	3.511	1.055	30,0	29	18	62,1	3.540	30,3	n/c	n/c	n/a
RTE (c)	1.551	452	29,1	254	146	57,5	1.805	33,1	65	48	73,8
RAI	13.281	3.750	28,2	1.227	688	56,1	14.508	30,6	0	0	0,0
KRO (b)	331	144	43,5	19	14	73,7	350	45,1	n/c	n/c	n/a
NOB (h)	1.722	261	15,2	109	42	38,5	1.831	16,5	1.184	251	21,2
NOS (b)	558	246	44,1	22	13	59,1	580	44,7	n/c	n/c	n/a
TELEAC (b)	113	63	55,8	4	2	50,0	117	55,6	12	7	58,3
RTVE	10.935	3.171	29,0	1.935	581	30,0	12.870	29,2	0	0	0,0
EUSKAL (c)(i)	506	153	30,2	392	172	43,9	898	36,2	0	0	0,0
RTVA (c)(j)	395	113	28,6	379	135	35,6	774	32,0	265	85	32,1
RTVG (k)	309	92	29,8	396	115	29,0	705	29,4	35	0	0,0
RTVH (i)	300	116	38,7	15	4	26,7	315	38,1	0	0	0,0
BBC (c)	23.080	9.248	40,1	4.230	2.322	54,9	27.310	42,4	n/c	n/c	n/a
All R-TV	72.156	24.278	33,6	10.105	4.722	46,7	75.159	38,6	2.261	674	29,8
ALL ORGS	85.785	29.501	34,4	11.350	5.425	47,8	88.696	39,4	11.782	674	n/a

NOTES FOR TABLE
EMPLOYMENT STATUS OF WOMEN IN BROADCASTING: 1992

n/c: data not communicated

n/a: not applicable

- (a) Radio France, ZDF: Figures related to freelance workers concern the period January-December 1990.
- (b) Figures for 31.12.90
- (c) Figures for temporary staff include short term contract staff on regularly renewed contracts and temporary short term contract staff
- (d) RTP: Figures for temporary staff include temporary agency staff
- (e) BRTN: Approximate figures for temporary and free-lance workers
- (f) SWF figures concern free-lance workers employed on a recurrent basis
- (g) WDR figures include all permanent and temporary contract staff
- (h) NOB: Figures for free-lance workers concern the period January-December 1991
- (i) EUSKAL, RTVM: Figures for temporary staff concern April 1992 and do not include temporary staff related to specific programmes ("por obra")
- (j) RTVA: Figures for free-lance workers concern workers "por obra" (related to a specific programme or series)
- (k) RTVG: Approximate figures for temporary and free-lance workers.

1.3 This confirms that the question of working conditions for short contract and casual staff is of particular concern to women. It also suggests that women are either being directed into this type of employment, or are selecting it themselves. This question will be examined in more detail later.

1.4 Organisations were asked whether they are employing more short term contract and casual staff than in the past.

Nine companies say they use more short term and casual staff; 11 say they do not⁵. In some of these latter cases, where earlier figures are not available, responses suggest an expansion in the use of casual staff within the last five years, which has now slowed or levelled off, often as part of a programme of cost cutting. Generally, companies expect present trends in recruitment to continue. But a number of exceptions are outlined in more detail below.

1.5 In this context the comments from **RTE (Ireland)** are illuminating, as they describe an experience familiar, in one respect or another, to a number of organisations:

"The non-permanent staff has increased from 8% in 1985 to 16% of total staff serving at end of March 1992. This trend will be reversed to an extent by the conversion of contract staff to 'continuous employment' category which in general terms equates to permanent employment in the non-state sector. The main reason for greater use of non-permanent staff was the need to increase the responsiveness of RTE to the demands of the market, as the environment for broadcasting has been changing, with increasing competition due to recent broadcasting legislation: particularly the Broadcasting Acts of 1988 and 1990. Ongoing contract positions will be converted to continuous employment in a way that is compatible with this policy". The number of short contract and casual staff at RTE increased from 239 in January 1987 to 319 in 1992.

1.6 Only nine organisations are able to give figures for the number of short term and casual staff employed five years ago. These are largely consistent with the companies' current policies on the recruitment of non-permanent staff, with three more exceptions:

The number of renewable short term contract staff employed by **RTP (Portugal)** fell from 97 in January 1987, to eight in 1992, following the introduction of new

⁵ Five companies did not reply to this question: **Antenne 2 (France), RNWO, KRO, NOS, Teleac (Netherlands)**.

legislation in 1989. However the company predicts an increase in the recruitment of casual staff because of the opening of two new private television channels this year.

In **Euskal (Spain)**, temporary short term contract staff increased from 51 in January 1987 to 140 in 1992. However the company points out that this rise is proportional to growth in the permanent workforce, and states that current policy is to reduce the number of occasional workers as much as possible. Euskal also employs 252 people on renewable short term contracts (no figures supplied for 1987)

Danmarks Radio's figure of 329 short contract and casual staff in 1992, is slightly lower than the 345 taken on in January 1987. However the company states that it is management policy for programme makers in both TV and radio to use casual and short term contract workers, building up to a target figure of 15% of permanent staff.

1.7 Those organisations reporting an increase in short contract and casual staff give a variety of reasons:

Radio France [January 1987:129/1992:209 - short term contract only] points to government legislation allowing social leave for permanent employees, followed by guaranteed re-integration. Radio France recruits temporary staff to fill these vacancies, as does **ZDF (Germany)** [January 1987:333/1992:627 - short term contract only] which also uses short term contracts for additional tasks which have to be fulfilled for a limited period of time. But it offers no predictions about the number of temporary staff as a proportion of the total workforce in the future.

Central Television (UK) cites financial reasons. "The whole industry is becoming casualised and the requirements to keep costs to an absolute minimum mean that unless a permanent staff position can be justified, we would look to employ short term contract staff as and when required," explains Central's Director of Personnel. "We expect the trend to continue. I would anticipate staff numbers would continue to reduce and the dependence on short term casuals will increase". At **RTVM (Spain)**, management policy is also to increase the use of non-permanent staff in programme making.

The **BBC (UK)** states that in the last three years it has recruited a higher proportion of staff on fixed term contracts than it recruited previously. Again it refers to financial restraints, plus uncertainties over the future role of the organisation as its Royal Charter comes up for renewal in 1996.

At **RDP (Portugal)** [January 1987:19/1992:142 - short term contract only] use of non-permanent staff has increased, although current management policy is to reduce staff and it is hard to predict trends for the future.

1.8 RAI (Italy), numbers of short term contract staff are relatively stable. Rai gives a figure of 1,536 in January 1987, compared with 1,524 in 1992 (including musicians).

Numbers of short term staff also appear stable at **RTBF (Belgium)**, where the number of full time freelance work units has fallen since 1987.

At **BRTN (Belgium)**, as in several other organisations, permanent staff have the status of civil servants. Because of financial restraints, the company has recruited few staff in this category in recent years, preferring to fill vacancies by expanding the use of contract staff on non-fixed term contracts. These workers have similar conditions to permanent staff, but do not enjoy the same status or career development. Temporary short term contract staff exist in special categories (e.g. film/radio directors) or are hired on "loose" contracts.

At **SWF (Germany)**, company policy on interim staff, freelance and casual workers remains unchanged, with no plans to increase recruitment of workers on this basis. **WDR (Germany)** states that it will continue as at present to work with self-employed individuals, as the ideas and creativity of such people can give new impetus to the programmes. **NOB (Netherlands)** reports 109 short term contracts (42 women). In 1991, a total of 1,184 freelance/casual workers (251 women) were given work. It has no plans to recruit more.

At **RTVA and RTVG (Spain)**, the trend is to convert temporary into permanent staff. While at **RTVE (Spain)** both management policy and financial considerations play a role in limiting the number of non-permanent staff. In a recent agreement with trade unions, the company has frozen the recruitment of renewable short term contract staff in professional categories and agreed to offer permanent employment to those already with the company. Entry exams for such employees moving from short term to permanent contracts have been abolished, and vacancies will be increased through voluntary retirement.

Finally in **Greece**, a tenfold reduction in **ERT's** temporary workforce was the result of government legislation 1730/87, through which such staff were taken into permanent employment. **ERT** currently has only 29 employees with short term contracts. Civil service hirings have been halted by the Greek government - which claims that **ERT's** workforce is too large - in order to control public spending. But

further legislation just enacted (1943/91 article 29) allows ERT to employ staff on a short term contract or casual basis, and the company expects to expand its temporary workforce in the near future.

2. DO CASUAL AND SHORT TERM CONTRACT WORKERS GET PRIORITY WHEN PERMANENT VACANCIES ARE FILLED?

2.1 Sixteen organisations answered this question. The six companies who say 'yes', they do give first choice to freelance or short contract staff, are **BRTN, RTBF, RDP, RTP** (after 3 years' service), **RTVE**, and **RTVG**. Seven more do not: **RAI, NOB, RTVM, RTVA, Euskal, Central** and **ERT**. **ERT** (Greece) points out that this is not an option open to the company, since the government forbids the recruitment of additional short term contract or freelance staff onto a permanent basis.

2.2 Three more companies *may* give priority to non-permanent staff within the company. These are **Radio France, Danmarks Radio** - in programme-making departments, except news - and the **BBC**, where it is not Corporate policy, but may be applied in some directorates or departments.

3. SHORT TERM CONTRACT WORKERS - WHERE ARE THEY?

3.1 The great majority of short term contract workers - especially women - are found among junior staff. At this level, more women work in administration or production, areas which cover secretarial and clerical posts (administration), as well as journalists, researchers, producers and directors, script editors, writers, production organisers and assistants (production). For example, **RDP (Portugal), BRTN (Belgium), RAI (Italy -448), RTVG (Spain)** and **BBC (UK - 589)**, all report sizeable numbers of women on short contracts in junior production posts; while **RDP, RAI** and the **BBC** are significant employers of such women in administration. (The **BBC** gives a figure of 880 covering women on short term contracts in junior levels of administration, technical, specialised services and general services, compared with 409 men). **RTP's (Portugal)** figure of 36 women in administration includes also temporary agency staff - workers in a different situation to those on fixed-term contracts since their employee relationship is generally with the agency, not the broadcasting company.

RTBF (Belgium) and **RTVG (Spain)** both employ "many" short term contract women in the crafts sector (junior levels), covering design, graphics, wardrobe and makeup, general studio assistants etc. The **BBC (UK)** reports 119 women in this sector, compared with 165 men.

3.2 Seventeen companies responded to this section of the Information Schedule, where they were asked merely to give an assessment of "many", "some" or "none". Eight companies provided figures. Only two companies report no women on short term contracts in junior positions: **Danmarks Radio** and **RTVM (Spain)**. All the rest (15 organisations) have some women in one or more of the six junior job categories listed (see annex 2), although in the technical, specialised services and general services areas, more companies employ men than women.

3.3 Once into the senior and management levels, the number of women on short term contracts begins to diminish rapidly, with men occupying these posts in more organisations than women. Although nine companies have some women on short term contracts among senior staff in one or more of the job categories (again more in administration and production than in the other sectors), only the **BBC (UK)** has a significant number (in production: 741 women compared with 985 men).

3.4 Only the **BBC, Central (UK)** and **RTVA (Spain)** state that they have women on short term contracts in management positions in any job category.

4. WORKING CONDITIONS FOR STAFF ON SHORT TERM CONTRACTS

4.1 Companies were asked how conditions of work for staff on short term contracts vary from those of the permanent employees they often work alongside. The Information Schedule highlighted a number of areas: pay, paid holidays, maternity leave and pay, parental leave, paid sick leave, childcare facilities or payments, time off to care for dependants, working hours, access to part time work or job-sharing, pension and retirement benefits, training and career development, promotion, and job security.

4.2 In many of these areas, the majority of broadcasting organisations who replied undertake to provide the same conditions for short term contract as for permanent staff. However this general principle is subject to a wide range of exceptions, and depends also on the companies' differing definitions of staff categories.

4.3 At the **BBC (UK)** for instance, two categories apply:

temporary contracts are offered for periods of less than 12 months, although they may be renewed to total a period of more than a year.

short term contracts apply for a minimum of one year, and may be renewed thereafter. These contracts carry a 15% salary enhancement.

4.4 At **SWF (Germany)**, short term contracts last for more than six months, and conditions are agreed under the terms of the collective bargaining agreement. Contracts lasting less than six months are known as temporary contracts, and are not covered by the agreement. A similar distinction applies at **ZDF (Germany)**, where staff working on contracts lasting less than six months (or less than half regular working hours) are not entitled to provisions agreed under the company's collective agreement, although ZDF says they are usually written into the individual's contract anyway.

4.5 At **NOS (Netherlands)**, a short term contract is concluded if there are special reasons for not offering an "indefinite" contract. It should not exceed 12 months. If it can not be converted into an indefinite contract, it can be extended for up to two years.

4.6 Details of working conditions:

a) Pay

The same salary scales apply to short term contract and permanent staff at **BRTN, Radio France, SWF, ZDF, RTE, RAI, NOB, RDP, RTP, Euskal, RTVE, RTVG, RTVM, RTVA**. **Danmarks Radio** pays short contract staff an extra 7%, and the **BBC** an extra 15% to all staff under 60 years old on contracts lasting at least one year. These workers are also eligible for annual increments at the **BBC**. At **RTBF**, staff on contracts of more than three months qualify for the same increases as permanent staff.

At **Central**, salaries for non-permanent staff are governed by "market rates" - they may be higher or lower than permanent staff. At **ERT**, pay is generally the same, but higher in the case of a small number of senior executives working on short term contracts - all of them men.

b) Paid Holidays

Entitlement is the same for short term contract staff at **DR, ZDF, SWF, ERT, RTE, RAI, NOB, RDP, RTP, Euskal, RTVA, RTVG, RTVM**, and the **BBC**. At **RTBF**, as for most of these benefits, the contract must be at least three months long. At **Radio France**, non-permanent staff do not qualify for the extra days awarded on length of service.

At **Central**, short term contract workers are sometimes entitled to paid holidays. And at **BRTN** and **RTVE** entitlements are also different from those of permanent staff.

c) Paid Maternity Leave

Entitlement is the same for short term contract and permanent staff at **RTBF** (paid by the state, with a birth allowance from the company after three months service), **Radio France**, **SWF**, **ZDF**, **ERT**, **RAI**, **NOB**, **RDP**, **RTP**, **Euskal**, **RTVE**, **RTVG**, **RTVM**, **RTVA**, **BBC**.

Short term contract staff have different rights at **BRTN**. At **RTE**, the contract must have at least 26 weeks to run. At **DR**, non-permanent staff qualify for paid maternity leave after one year's service, or if their contract has two years to run from the start of the leave. At **Central**, there is nothing for workers with contracts of less than two years.

d) Parental Leave

Entitlement for staff on short term contracts is largely the same as for permanent staff, although not all companies offer extra parental leave to any of their employees (e.g. no provision at **RAI** and **RTE**). At **DR** and **Central**, the same conditions exist as for maternity leave.

e) Childcare Facilities or Payments

A similar situation applies, since not all companies offer benefits of this kind. At **RTBF**, rights are equal in principle, although a waiting list for the creche means that permanent staff are likely to be given preference. At **Central**, a Childcare Allowance Scheme is due to be introduced, and short term contract staff with more than six months' service will be able to apply.

f) Time off to care for Dependants

Entitlements for short term contract staff are different at **RAI**, **RTP**, and **Euskal**. Permanent staff at **Euskal** may take leave to look after a handicapped dependant or child. At **Central**, it depends on the circumstances of the individual case.

g) Paid Sick Leave

The same entitlements exist in all the companies replying to this question, although at **BRTN** and **Central** it depends on the length of contract.

h) Working Hours

All the companies who replied to this question said working hours are the same - in principle - for short term contract and permanent staff; although **BRTN** added that this may vary according to the individual contract.

i) Access to Part Time Work

The same access exists in most of the companies who replied. **RTP** states that part time work is rare even among permanent staff. At **Euskal**, where permanent staff are entitled to reduced working hours until their child reaches the age of 10, and at **RAI**, conditions are different for short term contract workers.

j) Pension and Retirement Benefits

This is the area in which short term contract workers' conditions differ most radically from those of permanent staff. **DR, Radio France, ERT, NOB** and **RTVG** say they offer the same benefits. However all other organisations responding do not. In most cases, non-permanent staff are excluded from company pension schemes.

After one year's service, short term contract staff at **RTE** may join the 'portable' pension scheme. The **BBC's** 15% salary enhancement for short term contract staff is regarded as compensation for exclusion from the **BBC Pension Scheme**.

k) Training and Career Development

Training and assistance with career development is available to short term contract staff, on a similar basis to permanent staff, at **RTBF, DR, Radio France, ZDF, RTE, NOB, RTP, RTVG, RTVA, BBC, and Central**, (where access depends on the nature of the contract and the availability of appropriate training).

Training is not offered to short term contract workers at **RAI** and **RDP**. Opportunities also differ at **RTVM**, where permanent staff are entitled to financial assistance for additional studies, **BRTN, SWF, ERT, Euskal, and RTVE**.

l) Promotion

A number of companies include promotion among the areas in which short term contract staff receive equal treatment to permanent staff: **DR, ZDF, SWF, RTE, NOB, RTP, RTVG** and **BBC**. Others, including **BRTN, ERT, RTVE, RTVA** and **Central** report that promotion opportunities are different for non-permanent staff. While at **RTBF, Radio France, RAI, RDP, RTVM** and **Euskal**, there is no scope for promotion within this working category.

m) Security of Employment

Although no details are provided, most companies replying to this question say short term contract staff have the same entitlement as permanent staff in this area.

4.7 Termination of employment: compensation

Radio France gives an insecurity bonus (*prime de précarité*) when a short term contract expires: a lump sum amounting to 6% of total salary and allowances.

In Germany, **ZDF** and **SWF** pay a transition benefit, provided in the collective agreement. **RDP** offers two days' pay for each month worked, and **RAI** also gives unspecified compensation based on salary and length of service.

In Spain, the Royal Decree requires a leaving payment of one day's salary per month of service for staff on regularly renewable contracts (*fomento de empleo*). **Central** only offers compensation after two years' service, when staff fall under employment protection legislation.

The **BBC** makes a terminal payment calculated as one-twelfth of basic salary on cessation of employment per complete year of continuous short-term service, minus a qualifying period of three years. Service by staff over the age of 60 is discounted, and the maximum payment is 24 months' salary. "Cessation of employment" is regarded as a period of four weeks or more without BBC work. Periods of maternity leave count as service. Staff lose their right to terminal payment if they are dismissed, or resign, or refuse a written offer to renew the contract without loss of salary or conditions - which must be received at least one calendar month before the existing contract expires. Although the Corporation is not required to give notice to staff on short term contracts, its policy is to give advance warning, in writing, if no further employment is to be offered.

RTBF, BRTN, DR, ERT, NOB, and RTP state that they do not offer compensation.

5. LEGISLATION APPLYING TO SHORT TERM CONTRACT STAFF

5.1 Lack of time has made it impossible to provide a comprehensive survey of the range of national legislation affecting short term contract workers, especially since very little information was received through the Information Schedule. This work could be undertaken as a follow-up study if desired. However, it is possible to draw attention to some examples of the sort of measures which provide minimum standards for non-permanent workers in the broadcasting, as in other industries.

5.2 Short term contract staff may be entitled to certain rights under national Employment Protection legislation. In Portugal, for instance, such workers should have the same basic conditions of work as permanent staff, except regarding time off for family reasons and pensions.

5.3 Entitlements may be subject to qualifying periods. In the UK, for example, workers must complete two years of full time work (minimum 16 hours a week) for the same employer before qualifying under the Employment Protection Act for protection from unfair dismissal, the right to statutory redundancy pay, and maternity leave. For staff on contracts lasting less than two years, any break of service means the loss of entitlement. In the UK, temporary workers are also covered by health and safety legislation.

5.4 Elsewhere, a range of social legislation applies, for instance in France: Article L 122.1 s of the Employment Code, and the Law of 16 July 1990 on the administration of short term working contracts.

In Germany, comprehensive social legislation covers employment protection, paid leave (including sickness), holidays, maternity/paternity leave, disablement, insurance, pensions, job creation and training, and unemployment benefits.

5.5 In Ireland, a new Worker Protection Act 1991 sets out to extend a range of existing employment protection measures to "regular part-time employees". These include laws on unfair dismissal and minimum notice, redundancy payments, maternity protection, holidays, and worker participation. RTE points out that the law only took effect last year and has not been tested in the Irish Court.

5.6 As mentioned earlier, recent legislation in Greece (1987), Portugal (1989) and Spain (1989) has led broadcasting organisations in the public sector to recruit many staff on short term contracts into permanent employment. In Spain, for instance, the Royal Decree 1989/84 set out to diminish unemployment by encouraging employers to hire renewable short term contract workers on similar conditions to permanent staff. It set a maximum limit of three years on the renewal of short term contracts, after which time they must be converted to permanent employment.

5.7 The newest law in Greece (1943/91) allows civil service employers to hire part time or short term contract staff if they can prove that the work cannot be done by regular personnel. Permission must be obtained in advance from the government for the estimated number of temporary staff required. Recruits must be aged between 21 and 55, and have the right professional qualifications for the task. Contracts are for a maximum of four months, with up to 880 hours a year. When the contract expires, the employee must leave the company without compensation. No renewal or extension is permitted except in special cases, with individual government approval. The law encourages civil service employers to co-operate with "private companies" to cover their requirements, rather than hiring staff on short term contracts.

6. ROLE OF THE SOCIAL PARTNERS

6.1 In many cases, terms and conditions for short term contract staff are included in the overall collective agreements negotiated with trade unions; sometimes incorporated in a legal framework such as the French audiovisual *Convention Collective*. Short term contract staff are covered by agreements at RTBF, DR, Radio France, ZDF, SWF (excluding 'temporary' staff), RTE, NOB, NOS, RTVE, RTVG, RTVM, RTVA and BBC.

6.2 BRTN, ERT, RAI, RDP, RTP, Euskal, and Central state that they have no collective agreement in this area. Central used to negotiate on pay and conditions, until national bargaining was abandoned and the company decided to follow "market forces". Conditions demanded by the unions, for the employment of temporary staff, were rejected by the management. A Code of Practice drawn up by Central, covering equal opportunities, insurance, social facilities and trade union recognition, was in turn rejected by the unions.

7. EMPLOYMENT OF FREELANCE AND CASUAL STAFF IN BROADCASTING, 1992

7.1 It is even harder to distinguish trends and policies regarding freelance and casual workers, since these loose categories cover a wide range of different relationships. Evidence that freelancing is on the increase in the production area (journalism) is provided by the recently-published French government survey of *Les journalistes français en 1990*. It found that since 1981 the proportion of freelances in the profession had increased from 9.6% to 14.8%. A higher proportion of women journalists were freelance (14%) than men (9.8%).

7.2 At SWF in Germany, freelances are used mainly for programme-related functions, as authorised by the federal constitutional court. There are also some 500 freelances who work nearly permanently for the company and have their own conditions of employment. Radio France regularly has 1,000-1,500 freelances on contracts related to programme-making. In Spain too, many programme staff are recruited *por obra* - for specific programmes or series. The only information on their status comes from RTVA.

7.3 An even broader category is made up of external collaborators, which may include expert consultants in any number of topics, as well as actors and musicians, depending on the sort of contractual relationship a company employs. ERT

(Greece), for instance, draws attention to its many external collaborators. **WDR (Germany)** refers to some 40,000 freelance men and women active on its behalf. Freelances, especially in news broadcasting, may also be used quite regularly on a day to day basis as reporters or scriptwriters, for instance, without having any formal relationship with the company.

7.4 At the **BBC (UK)**, freelances are hired on specific contracts, regulated by the British Inland Revenue. They are distinguished from casual workers, who work on an ad hoc basis and have no employment relationship with the Corporation.

RTP (Portugal) divide their casual staff into self-employed occasional workers, and those sub-contracted through other companies, which agree their fees with RTP (41 men, 19 women).

RAI, RTVE, Euskal and **RTVM** give no information concerning freelance and casual staff.

7.5 Indeed Table 1 shows that few details are available on the employment of freelance and casual staff. However 15 companies gave estimates of where their freelances work, which indicate that they are even more confined to junior ranks than staff on short term contracts. More companies use female casual workers in administration and production than in the other job sectors - for instance **RTE (Ireland)**'s 21 women in junior administration is much the largest group of casual workers. However **RDP (Portugal)** and **RTVA (Spain)** have many women and men in both production and crafts/editing, and **RTBF (Belgium)** in crafts.

Male freelances are more common in the technical sector.

7.6 Among senior staff, six companies have women freelances - most commonly in production. Only **Central (UK)** has women and men working freelance in all job sectors at senior level. While at management level, only **Radio France** and **RTVA (Spain)** have any women freelances at all.

8. WORKING CONDITIONS FOR FREELANCE AND CASUAL STAFF

8.1 Generally, pay and conditions for casual and freelance staff are quite different to those of permanent and short term contract staff. Many organisations state either that conditions are governed by statutory minima, or that they are negotiated by the individual worker.

8.2 However some provisions are worth picking out:

In some organisations, for instance **Danmarks Radio, Radio France**, and **SWF (Germany)**, freelances receive higher rates of pay.

DR provides training in the programme sector; as does **Central (UK)** (on a discretionary basis).

DR also offers paid holidays after one year's service (or pro-rata payment before). **Radio France**, like other French audiovisual employers, pays contributions to the *Caisse des Congés Spectacles*, from which freelances can draw holiday payments. **RTVA (Spain)**, which gives paid holidays to freelance *por obra* staff, offers those with family responsibilities first option in choosing holiday periods.

Radio France and its freelance staff also pay jointly into independent sickness and maternity insurance schemes, which entitle the freelances to paid maternity and sick leave. **NOB (Netherlands)** offers maternity and sickness pay at 70% of previous earnings (as against 100% for permanent staff). **RTVG (Spain)** also makes social security payments to entitle freelances to sick pay.

WDR (Germany) provides a list of clauses from its collective agreement for self-employed workers taken on regularly for limited periods of time, but does not specify how they differ from arrangements for permanent staff. They include: holiday pay, maternity, minimum wage, relief for the aged, pension funds, and disablement regulations; plus Christmas bonuses and additional family allowances for interim staff.

RTE (Ireland) is alone in stating that pay and conditions do not usually vary between casual workers and permanent staff. At **RTBF (Belgium)**, conditions are similar to those of short term contract staff, depending on length of service.

8.3 A few companies have agreements with trade unions on freelance and casual workers, although these may be limited to basic issues such as minimum pay and working hours. In Germany, an agreement between public broadcasting companies and the trade union IG Medien entitles freelance staff to claim benefits from the organisation from which they earn at least half their income (one third in the case of journalists). Some of the legislation applying to staff on short term contracts may also apply to casuals and freelances.

8.4 Many temporary workers, especially freelances, do not believe trade unions are interested in representing them (see below). And indeed, in the past, some unions have been slow to act on their behalf. However there is an increasing awareness of the importance of organising temporary staff within the trade union movement. In 1988, for instance the International Federation of Journalists carried out its first survey of freelances, drew attention to the demand from women for more flexible working arrangements, but warned against the creation of a "new sub-class" of workers.

8.5 The overall impression of freelance and casual employment which emerges from the Information Schedule is of a group of workers out on their own, with little protection and of whom little is known.

As far as the **BBC (UK)** is concerned, for instance, there is no question of staff benefits since there is no employer/employee relationship. Or in the words of **RTP (Portugal)**: "It is as if they did not exist". They are all entrepreneurs in their own right.

9. WOMEN'S EXPERIENCE

A brief summary of some of the main points raised by women employed as short term contract, casual or freelance staff.

9.1 The majority of women who responded to the Information Schedule do not choose to work on a short term contract or freelance basis, and would prefer permanent employment. More than 90% of the women at **RTP (Portugal)**, for example, in a variety of job categories including production, administration and crafts, accepted temporary work as the only alternative in a highly competitive labour market. Similar explanations come from women in Belgium, Denmark (where several women draw attention to the freeze on permanent recruitment at **Danmarks Radio**), France, Ireland, Spain, and the UK.

Total periods of temporary employment range from a few weeks, to 17 years on renewed short term contracts (a Spanish journalist).

9.2 A minority of women prefer the independence offered by freelance work. In the UK, some are happy to accept the 15% salary uplift offered by the **BBC** on short term contracts of over one year. These considerations clearly apply to men as much as women. But the responses indicate a number of areas of special concern to women.

9.3 Although replies were received from only a small number of women in the independent sector in Britain, their evidence supports the information from **Central**, pointing to growing casualisation and an increasingly competitive jobs market. A freelance reporter from **HTV** in Wales, for example, stresses the long hours worked: nine to 16 hours a day, approximately 59 hours a week. Anecdotal evidence suggests that elsewhere, in the commercial broadcasting sector (not covered in this report), although freelances are well-paid, working hours are virtually unlimited. Even in the public sector, several women report working weeks of up to 90 hours. In principle, they agree, working hours are the same for both temporary and permanent staff. But the view that casualisation means longer days, fewer breaks, and compulsory weekend working is quite widely held.

9.4 If this is the case, it means, for instance, that although younger women may be prepared to take on such working conditions in order to enter the broadcasting industry, they later find them impossible to combine with bringing up children. Without a permanent job, or the option of different working patterns, they will be forced to drop out.

"Having a child as a contract employee is to lose an income, unless you can walk out of the hospital with the child under one arm, and head straight back to the office. I resent this discrimination", declares an assistant producer on a 10 month contract. She sees any increase in the use of short term contracts as incompatible with the goal of promoting women's participation in broadcasting.

9.5 There is a strong demand from women themselves for improved working conditions for short term contract and casual staff. Many feel undervalued and believe they deserve higher pay, also to compensate for less favourable conditions. Others would rather have access to benefits - when available to permanent staff - such as study leave, medical assistance, paid holidays, bonuses, maternity rights, assistance with childcare, and sick leave:

"Contract staff can't afford any long term or even frequent short term illness. Your employer doesn't get their money's worth. Even if you have the same leave rights while on contract, you won't get another".

It would not be true, however, to imply that all the women are dissatisfied with their conditions. Many point out how much they enjoy their work and are committed to a career in broadcasting.

9.6 Job security is a real problem for temporary women workers with family responsibilities - such as the single parent with three children, working on short term contracts lasting one week to three months. She urges a cross over period between contracts, to avoid breaks in service. Many women call for more notice of new contracts.

9.7 A minority of women say they have access to training, which is identified as a priority. One would like to see training attachments to other departments extended to temporary staff. Another priority is promotion. Most women believe they have inadequate opportunities for career development.

9.8 Given the number of women who admit they are not sure what their entitlements are, it is not surprising that several call for more information to be supplied to temporary staff, as well as more consultation. One respondent from Denmark comments that the questionnaire itself led her to discover things she did not know

about her conditions of employment. A Belgian radio announcer describes the opportunities she has missed because of lack of information, and asks for vacancies to be clearly advertised.

9.9 Few of the women in Spain, France, or Portugal are trade union members. *"Unions don't care about casual workers"*, comments one. In Belgium, because unions are opposed in principle to short term employment they are regarded as hostile by many of the temporary women. In Denmark, Ireland, and the UK, women are more likely to have union membership, but in the UK in particular several respondents point out that their unions are weak, and that improvements in pay and conditions have to be negotiated individually.

10. GOING FORWARD: THE IMPLICATIONS FOR EQUAL OPPORTUNITIES.

10.1 Most of the organisations who contributed to the 1992 Information Schedule do not believe that casualisation in broadcasting has any impact on the promotion of equal opportunities for women. Indeed, as shown, in some of the organisations the numbers of staff involved are very small; and in others they are being absorbed into the permanent workforce.

10.2 The rapid growth in casualisation in the UK independent sector, referred to by **Central**, may not be typical. But the need to trim or stabilise permanent staff levels, because of government policy, financial constraints, or competition from the expanding commercial sector, is reflected across Europe. It is hard, given the scarcity of information, to predict trends for the future. **Central** believes that the current arbitrary nature of casual recruitment is bound to affect progress towards equal opportunities. But it points out that one effect of growing casualisation in the UK is likely to be firmer control of employment of freelance and short term contract staff. Financial managers will realise that this is a significant area of spending, and new ways of monitoring the use of casual staff are expected to evolve.

11. WOMEN IN THE NON-PERMANENT WORKFORCE

11.1 It has been shown that many organisations now rely on considerable numbers of short term contract or casual staff in order to function efficiently, and that a higher proportion of women are represented in this group than in the permanent workforce.

Why is this? **SWF (Germany)** in particular highlights the predominance of women in temporary employment, attributing it to the nature of the employment relations, but attempting no further explanation.

11.2 In Belgium, **BRTN** has undertaken further analysis of its contract staff, discovering that 48% of workers on "loose" or "framework" contracts are women. In the other two, more privileged contract categories: renewable short term, and special or additional personnel, women make up only 35% and 36% of workers respectively. In other words, says BRTN's Emancipation Bureau, more than half of all female contract workers (51.7%) are found in the lowest status group, compared to 38.6% of all male contract workers. Putting forward possible explanations, BRTN suggests that:

- women accept such loose contracts more readily than men because they offer more flexibility. There are no fixed working hours, (work can be scheduled to four days a week or eleven months a year), allowing time off as necessary for sick children or other responsibilities.

- men on loose contracts move more quickly to securer, short term contracts.

- there may be discrimination - perhaps unconscious - in the allocation of contracts.

11.3 Short term contract workers within the Production area - the largest group - are divided into two levels. Level 1 (journalists and producers - 27% women) are those who have passed entry exams and are likely to move into permanent employment. Staff on Level 2 (musicians, presenters, floor managers etc - 48% women) have generally been employed on contract for much longer periods of time, with less opportunity for advancement. The Emancipation Bureau gives one example where female staff on framework contracts claimed they were not fully informed about opportunities arising from journalists' exams. All the successful candidates were men.

11.4 What evidence there is, from the BRTN analysis and from women themselves, suggests that women tend to stay longer in temporary employment than men, despite its less favourable working conditions, or else drop out of the workforce before obtaining permanent employment. Men are more likely to treat short term or freelance work as a way into regular employment.

11.5 A proportion of women clearly choose casual working themselves, partly because of its greater flexibility in allowing time for children and other domestic responsibilities. Yet this choice may at the same time give less access to important benefits such as paid maternity leave and childcare, and reduce their opportunities for training and promotion.

11.6 Discriminatory attitudes may still exist among some employers, who are more inclined to offer women less secure contracts while they "try them out", whereas men are trusted with permanent jobs⁶.

11.7 There is a danger that organisations which hire an increasing number of temporary staff may limit women's access to decision-making roles, by creating a small core of permanent staff - largely men - with authority over a temporary workforce without opportunities for promotion.

12. POSITIVE ACTION FOR WOMEN

12.1 Even in those organisations who already have equal opportunities programmes, they are seldom extended to non-permanent staff.

This is made clear, for instance, by **WDR (Germany)**, where the emancipation officer has no jurisdiction over self-employed workers. Only permanent staff are eligible for positive action. At **RTP (Portugal)**, too, management has no information on the employment and no influence over personnel policy for occasional workers, who are recruited at department level.

12.2 Temporary workers are covered by positive action only at **Danmarks Radio** (in programme areas where women are under-represented) **RTE (Ireland)**, **BBC (UK)** (short term contract and temporary) and **Central (UK)**, where the company specifically states: "We are trying to ensure that the composition of the freelance casual workforce reflects our equal opportunities policy." That policy declares: "In respect of people employed on a freelance basis, the equal opportunities policy will be taken into account when contracts are offered".

13. CONCLUSIONS - WHAT SHOULD BE DONE?

13.1 Very few organisations have put forward proposals for promoting employment opportunities for women in short term and casual work. Indeed several say that men and women are considered to be on an equal footing in this area.

13.2 In response to the **BRTN (Belgium)** survey, the Emancipation Bureau proposes steps to improve access to short term contracts for women who have spent lengthy

⁶ This is backed up by a recent survey on women in journalism, carried out by the International Federation of Journalists, in evidence on freelance women in the UK.

periods on loose or framework contracts. This would include examining selection procedures to ensure that such women are not being overlooked. Women on framework contracts, for instance, should be informed of, and given the opportunity to apply for posts as short term contract producers. Where candidates have equal qualifications, women should be given priority. The company also undertakes to carry out further analysis of why the proportion of women on temporary contracts is greater than those in permanent work - an initiative which could be copied by other broadcasting organisations.

13.3 A structured programme of permanent recruitment of short term staff, such as that at **RTVE (Spain)**, should, in principle, increase the overall proportion of women in regular employment. However a problem arises from the imbalance of women in different job sectors of the short term workforce. **RTP (Portugal)** points out that since its contract staff become permanent after three years' service without additional selection procedures, it cannot apply its equal opportunities policies in this areas.

Some form of monitoring and control of such appointments must be introduced if the procedure is to have a constructive effect. **RTE (Ireland)** confronts this issue: "As most contract employment is likely to be ongoing and will in due course convert to Continuous Employment, and as it indirectly partially replaces older, largely male employees either retiring or early retiring, there is some small scope for changing gender distribution in desired directions by *managing* the 'flows' involved". [italics added].

13.4 RTE believes some of the measures in its new booklet *Equal Opportunities for All* could be useful, particularly those regarding staff moving between part time and full time employment, job-sharing arrangements, and flexible working hours.

Central (UK) makes three proposals for its own temporary workforce:

- childcare allowances;
- offering staff, including freelances, use of the company's health screening and medical facilities;
- encouraging managers to accommodate flexible working wherever possible.

"We would obviously welcome other ideas for consideration".

13.5 Independent production companies are now used extensively by broadcasters (in the UK, for instance, the **BBC** will be required by law to "buy in" 25% of its programming from next year), and tend to employ a high proportion of short term and casual staff. Although broadcasting organisations are not directly responsible for those staff, they can seek to influence working conditions through "contract compliance". For instance, such contracts might require independent producers to draw up an equal opportunities policy, and to monitor their workforce.

13.6 The issue of training is an important one that has already been touched on. Training is vital to enable women to move into working areas where they are under-represented, and to take up opportunities for career development and promotion. A study carried out by the **Institute of Manpower Services** in the UK in 1989, on employment patterns and training needs in the television, film and video industry⁷ found that very little company training was available to freelances, and warned of a potentially serious skills problem facing broadcasting organisations within the next few years.

It predicted that recent changes within the structure of the industry would create a 25% increase in demand for freelances by 1992. Highly skilled freelances - more likely to be men - would do well. But it spoke of a compelling need for freelances to upgrade their skills, and a lack of training resources available for this purpose. "Without attention to this problem, the proportion of companies experiencing difficulties will increase at a time when they are relying more heavily on freelances". The report also drew attention to the "largely ad hoc... 'foot in the door'" mechanisms for freelance recruitment the industry. This takes us back to the problems of monitoring recruitment already touched on. The study called for better mechanisms for the hiring of freelances.

13.7 The report has already led to action within the broadcasting industry in the UK. Professional working groups have been brought together to draft national qualificational standards; a freelance training fund has been set up by the independent TV companies and Channel 4; and an Industry Training Organisation has been established with government recognition.

13.8 The working conditions of temporary workers in all sections of the workforce have already aroused sufficient concern within the European Commission for the drafting of a Council Directive. It provides for, among other things, access to vocational training, entitlement to the benefits and social services enjoyed by permanent staff, the recognition that temporary workers shall be covered by workers' representative bodies on the same footing as other employees, and provision of information to temporary workers whose employers decide to recruit new, permanent staff. Employers are called on to state in temporary workers' contracts why such an appointment is necessary, and - in undertakings with more than 1,000 staff - to draw up a regular report on temporary working in relation to the development of the workforce as a whole. A second Directive will call for improvements in health and safety at work for temporary staff.

⁷ Commissioned by a consortium of major organisations in the British television, film and video industry including the BBC, Channel 4, and the ITV Association.

It will be in the interests of public broadcasting companies within the European Community to monitor the progress of these draft Directives, and examine whether any of the proposed measures can be introduced in advance of their approval by the Council of Ministers.

Steering Committee for Equal Opportunities in Broadcasting

DRAFT RECOMMENDATIONS

subject to the final approval of Steering Committee members

1. Equal opportunities policies should be worded in such a way as to make it clear that they apply to all staff, including short term contract, temporary, casual and freelance workers.
Positive action programmes to promote equal opportunities should be extended to cover short term and temporary staff, as well as casual and freelance workers if possible.
2. Organisations should monitor the use of short term, temporary, casual and freelance staff, including male/female breakdown, methods of recruitment, working conditions, areas of employment, training needs, and hours worked. Where women form a higher proportion of temporary than permanent staff, organisations should seek to discover why this is the case.
3. Each contract should properly reflect the nature of the work performed by the worker it covers. Short term contracts should be used to cover temporary requirements, and not for work of a permanent nature.
4. All permanent vacancies should be advertised. Where appropriate, special consideration should be given to the recruitment of existing short term contract, temporary, casual and freelance staff. However, monitoring procedures should be introduced to examine the impact of such recruitment on the male/female balance of the workforce.
In particular, women working on a short term, temporary, casual or freelance basis in sectors where women are under-represented should be encouraged to apply for permanent vacancies.
5. Selection procedures for both permanent positions and renewable short term contracts should be examined to ensure that women are not being overlooked, or subjected to discrimination, whether intentional or not.
Women in casual, freelance or temporary positions should be informed of and encouraged to apply for posts offering securer patterns of employment.
6. All members of staff with the authority to engage freelance, casual, temporary or short term contract staff should be made aware of the importance of creating equal opportunities for women in all job sectors.
7. Organisations should urgently examine the training needs of temporary staff, and how to ensure an adequate supply of skilled staff to meet the industry's future needs. Training plans for short term, temporary, freelance and casual staff should be developed, on a company, joint, industry-wide or national basis.

8. Rights and benefits enjoyed by permanent staff, including paid maternity/parental leave, childcare, paid sick leave, time off to care for dependants, and promotion opportunities should be extended to short term contract and temporary staff, and where possible to casual and freelance workers.
9. Staff employed on short term contracts should be given written notice, in advance, of whether their contracts are to be renewed or not. In the case of renewal, staff should be notified in good time, and breaks in service should be kept to a minimum in order to avoid the stress caused by insecurity and loss of income.
10. Companies using independent producers and outside contractors should seek to raise awareness of equal opportunities among them, where possible by introducing a system of contract compliance with clauses committing the contractor to equal opportunities policies.
11. Options for part time working, job sharing, or maximum flexibility in working hours, should be offered to permanent staff, to ensure that women are not forced into temporary employment in order to accommodate family responsibilities.
Working hours for both permanent and temporary staff should be kept to a level that can be reconciled with home life.
12. National legislation, including qualifying periods for rights and benefits, should be examined to see whether statutory provisions can be improved upon.
13. Trade unions and other organisations representing the permanent workforce should be encouraged to organise and consult fully with short term contract, temporary, casual and freelance staff, and specifically with women in these categories, so that they can keep employers informed about their conditions of work, their views, and their interests. Employers should recognise the right of all temporary staff to be represented through trade unions and workers' organisations.
Both employers and workers' representatives should seek to provide short term, temporary, casual and freelance workers with the maximum amount of information about their entitlements and conditions of work.