

Aspire In Arts Equal Opportunities Policy

POLICY STATEMENT

Aspire In Arts Ltd recognises that it operates within a diverse society of race, ethnic group, culture, faith, sexuality, ability, gender and age culminating in people with different skills, attitudes and experiences. This policy seeks to value these differences, making our services relevant and available for everyone. We aim to draw upon the widest range of perceptions to meet the changing needs of our users, employees, volunteers, freelancers, partners and funders.

Aspire In Arts Ltd believes in equality of opportunity and values all individuals and the contribution that they have to make in our society regardless of any collective identity. However, we recognise that individual and discriminatory practices have resulted in certain groups of society being denied equal access to services, volunteering and employment. Common grounds for discrimination are:

- ethnic origin
- gender, marital status or caring responsibility
- sexual orientation
- age
- physical or mental disability or mental health
- political or religious belief
- gender reassignment
- class
- HIV status
- employment status
- unrelated criminal conviction

(This list is not exhaustive)

Aspire In Arts Ltd is committed to providing an environment free of stereotyped and oppressive beliefs, attitudes and practices. We seek to promote equal opportunities and diversity and to respond to the needs of all individuals in a fair and equitable manner.

Aspire In Arts Ltd will introduce measures that aim to combat direct or indirect discrimination in its employment practices and its provision of services. We will not discriminate by imposing any conditions or requirements, which cannot be shown to be justifiable.

Aspire In Arts Ltd recognises that a policy will not in itself provide equality of opportunity or ensure diversity is valued. We are committed to implementing a positive programme of action to make this policy fully effective and ensure that any groups/organisations/individuals actively promote the policy in the delivery of

Aspire In Arts Ltd work. However, it is acknowledged that some voluntary groups, by their nature, will focus their core activity on particular groups within society.

POLICY IMPLEMENTATION

Responsibilities:

The Directors have ultimate responsibility to ensure that Aspire In Arts Ltd meets its legislative duties. The Directors will also ensure the development of a strategic commitment to equal opportunities and diversity that exceeds adherence to legal responsibilities.

The Directors has overall responsibility for ensuring that this policy is implemented by ensuring that:

- employees, freelancers and volunteers receive sufficient information and training to enable them to translate this policy into organisational culture.
- session leaders are aware of their responsibilities to their employees and volunteers in relation to equal opportunities and diversity.
- there are arrangements in place to properly monitor this policy.
- that managing equal opportunities and diversity is internally driven, from a sense of commitment by the organisation and its employees wherever they are based.
- adequate resources are made available to enable those responsible for equality and diversity issues to perform their work effectively.

The Directors will:

- monitor the Equal Opportunities and Diversity Policy in relation to existing employees/freelancers and the recruitment of new employees/freelancers;
- ensure a comprehensive training programme is implemented in order that employees/freelancers are aware of their responsibilities and rights under this policy;
- monitor and assess this policy in relation to all aspects of employment;
- ensure that a commitment to the objectives of this policy is reflected at all levels through the organisation.

Employment:

The Directors will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording of all aspects of the employment relationship, such as:

- recruitment and selection,
- terms and conditions of employment/contract;
- equal access and availability of employee/freelancers facilities.

Aspire In Arts Ltd will liaise with the appropriate bodies to make available appropriate equipment that may be required to meet the needs of those with specific needs such as hearing difficulties.

EQUAL OPPORTUNITIES AND DIVERSITY IN SERVICE DELIVERY

Aspire In Arts Ltd will develop its provision of services to ensure that they are relevant and useful to the community it serves. The views of those groups which experience discrimination will be actively encouraged to improve our service delivery. This will cover aspects such as management practice, recruitment, employment, volunteer involvement, training and development, publicity/publications and access to resources.

Aspire In Arts Ltd will aim to ensure that its membership, goods and services are accessible to all and reflect the needs of its community with particular reference to the needs of under-represented groups.

Aspire In Arts Ltd aims to ensure that all people will receive a positive and sustained welcome from their first point of contact with the organisation and employee will monitor client feedback to develop a better service in relation to equal opportunities and diversity). An accessible complaints procedure is available to ensure against discrimination in service allocation and delivery.

BREACH OF THIS POLICY

Any degrading behaviour or harassment will be treated seriously. If a matter cannot be resolved informally Aspire In Arts Ltd will operate Complaints and Grievance Procedures to deal with the matter.

In the case of an individual or organisation receiving or requesting services, Aspire In Arts Ltd may decide to withdraw all services indefinitely if equality of opportunity is not upheld.

Aspire In Arts Ltd is committed to promoting equality of access to our services and encouraging a wider participation at all events it organises through ensuring that our services are well publicised. Publicity will include statements affirming our commitment to equal opportunities and diversity.

Marketing and communications materials will aim to provide information which is free from jargon and is not discriminatory to any group.

Where appropriate, the needs of different groups will be reflected in service delivery where at all possible.

Aspire In Arts Ltd. Updated March 2019