

EQUAL OPPORTUNITIES POLICY

The Charity recognises its obligation under the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Race Relations Act 1976, the Disabled Persons Employment Act 1958 and the Rehabilitation of Offenders Act 1974. The Charity is committed to ensuring fairness in all aspects of its work.

The Viva Arts and Community Group aims to be an organisation where leaders and members are treated on the basis of their intrinsic value as human beings and where opportunities are available for all to use and develop abilities in order to realise potential.

The Charity will not accept any form of discrimination, direct or indirect, against any member of staff. Please see Code of Conduct below.

The Charity will not tolerate discrimination or harassment by any of its staff and any acts of deliberate discrimination will be dealt with as a disciplinary matter.

Statement of Intent

This Policy is designed to ensure that Equal Opportunities Practice is reflected throughout Viva Arts and Community Group's activities.

The group considers that diversity is enriching, both collectively to the group and individually to members.

The group considers that it is unjust to hinder an individual's opportunities for self development because of reasons of background, colour, disability, domestic/family circumstance, gender, nationality, race, religious belief or other irrelevant distinction.

In addition, since the group believes all its' members have a contribution to make, the denial of the opportunity to contribute, because of irrelevant distinctions, would be a waste of valuable human resources.

The group aims to foster equality of opportunity through the promotion of good relations among and between leaders and members. It believes mutual respect for the beliefs and distinctions of members and leaders should be promoted, thus encouraging conditions under which equal opportunity can flourish.

Responsibility

Viva Arts and Community Group expects professional standards of behaviour from all of its Trustees and staff. All staff are responsible for implementing Viva Arts and Community Group's Equal Opportunities Policy and must act at all times in accordance with it and equal opportunities legislation.

The Trustees / Directors are responsible for all Employer's Responsibilities and for ensuring the overall implementation of the Policy.

Staff/Volunteers

Training and development will be available to all employees in order to perform their role.

Employees will be given equal opportunities to progress within the Charity and, where appropriate, may be offered training to meet their full potential.

If an Employee wishes to change their work pattern Viva Arts and Community Group will consider the request taking into account their statutory rights and the needs of the Charity.

The Charity will actively encourage any member of staff who feels they have been discriminated against or have been the subject of harassment, to bring this to the attention of management without fear of reprisal.

Equal Opportunities in Staff Recruitment and Selection

Viva Arts and Community Group has an open policy of recruitment for all potential employees.

Viva Arts and Community Group recognises its responsibility to ensure that no Job Applicant or Employee receives less favourable treatment.

All Job Vacancies will be advertised.

The Equal Opportunities Policy will be made available to all Job Applicants and to Employees.

Application Forms will be used to ensure that the same information is obtained from all Job Candidates.

Person Specifications detailing essential selection criteria will be drawn up for all vacant posts to enhance objective selection and will be used to shortlist Candidates.

Interviews will be structured to obtain information, which is relevant to the selection criteria.

A record will be made of all interviews.

A positive attempt will be made to provide necessary facilities for anyone who requires special work arrangements as a result of disability.

Viva Arts and Community Group will ensure that staff involved in interviewing and selection are given training to avoid discrimination in these processes.

Review

The Trustees will consider annually what proactive steps the charity is able to take to implement its Equal Opportunities Policy.

Code of Conduct

The group will comply with all legislation relating to equal opportunities to the best of its knowledge and ability.

The group considers behaviour that implies inferiority or causes offence, due to distinction, as unacceptable.

The Codes of Practice below focus on defining explicitly in relation to Equal Opportunities issues the codes of behaviour expected of all members and leaders.

Sex Equality Code

Viva Arts and Community Group is opposed to sex discrimination and to sexist attitudes and their manifestations. Viva Arts and Community Group is also opposed to sexual harassment, as a form of sexism.

Viva will seek to establish and maintain non-discriminatory practices within the group. Actions considered to be unacceptable include:

- The use of sexual language whether oral or written.
- Verbal sexist comments or innuendos.
- The display of overtly sexist material.
- Unwelcome physical contact.

Racial Equality Code

Viva Arts and Community Group is opposed to racial discrimination and to racist attitudes and their manifestations.

Viva will seek to establish and maintain non-discriminatory practices within the group. Actions considered unacceptable include:

- Verbal racist comments or innuendos.
- Derogatory name-calling, insults and racist jokes.
- Written racist comments.
- Making threats against a person or group because of colour or ethnicity.
- Bringing racist material into the group.

Disability Equality Code

Viva Arts and Community Group is opposed to discrimination against people with disabilities and to expressions or acts which disparage or undermine a person on grounds of their disabilities.

Viva Arts and Community Group will seek to establish and maintain non-discriminatory practices. Actions considered to be unacceptable include:

- Offensive verbal comments or innuendo's relating to disabilities.
- Harassment of individuals who have a disability.
- Non-consultation with a disabled person about whom any decisions regarding his/her needs are being discussed.