

Last updated: 7 September 2019

Last signed off by the Board: 17 September 2019

Due for review: September 2020



EQUAL OPPORTUNITIES POLICY

Policy Overview

1.1. Artlift is committed to achieving equal opportunities in employment and the programme it provides. Our programmes are informed by the value we place on diversity. All participants of Artlift projects, carers, personal assistants, employees, volunteers and job applicants should be treated equally and fairly and not discriminated against on the grounds of:

- Gender or gender reassignment
- Race
- Pregnancy and maternity
- Marital status
- Disability
- Religion or belief
- Sexual orientation
- Age

(Protected characteristics described in the Equality Act 2010)

- 1.2 It is the responsibility of all staff and volunteers to ensure the commitment made in para 1.1 is adhered to.
- 1.3 This policy is designed to cover all forms of discrimination; a definition set outlining the different kinds of discrimination can be found in Appendix 1.
- 1.4 Artlift accepts the responsibility to promote equal opportunities and challenge discrimination through all internal policies and practices and in external relationships with other agencies or partners.

This document sets out the main consequences of this commitment and action to be taken in order to achieve equal opportunities.

2. Responsibility

- 2.1 All freelance staff, volunteers, Trustees and Artlift participants have a duty as part of their involvement with Artlift to do everything they can to adhere to this Policy.
- 2.2 It is the responsibility of every individual member of freelance staff and Trustee to participate in the Equal Opportunities training that is provided or to which they are signposted.
- 2.3 The Board of Trustees and Artlift's Executive Director will have overall responsibility for:
- Bringing to the attention of all employees, job applicants, volunteers and Artlift participants the existence of this policy;

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- Identifying and advising on any Artlift Equal Opportunities training needs and provision;
- Providing such training and briefing (including during staff / volunteer induction) as is necessary to ensure that the Policy is effective and that everyone is aware of it;
- Handling of grievances which relate to harassment, bullying and discrimination;
- The continued improvement of this Policy through reflection and learning around specific incidents as they arise, and through keeping up to date with current legislation and practice through relevant professional networks.

2.4 The Management team is responsible for:

- Developing this Policy;
- Supporting staff members in investigating issues relating to potential discrimination;
- Monitoring and reporting on Artlift's Equal Opportunities progress, development and practice and making an annual report to the Artlift Board of Trustees;
- Championing equal opportunities internally and externally.

2.5 Participants will be made aware of Artlift's Equality Opportunities Policy. Artlift recognises that some participants may, because of their past or present distress or illness, say or do things which would otherwise be unacceptable and incompatible with this Policy. Artlift will do all it can to challenge such behaviour.

3. Breaches of this Policy

3.1. If any Artlift participants, volunteer or employee feels that they have been, or are being discriminated against in any way, they are entitled to pursue the matter with:

- The Executive Director
- The Programme Coordinator
- The Artist leading the Artlift course where the alleged discrimination occurred
- The Trustee lead for Equal Opportunities: Charlie Royall

3.2 Artlift will treat any reports or instances of discrimination with the utmost seriousness and will investigate fully and invoke the disciplinary procedure if there are grounds to believe that any such conduct is discovered.

4. General Statements

4.1. Artlift will endeavour to ensure, as far as is practicable, that all Artlift programmes and events are delivered in accessible venues with appropriate levels of support and personal assistance.

When required, due to access requirements of attendees, Staff and/or Trustee meetings will be held in premises with disabled access and facilities.

4.2 All materials used or developed by Artlift will be assessed in light of promotion of Equal Opportunities. We will ensure that our resources, publicity and programmes reflect the reality of our diverse and culturally rich society.

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- 4.3 In the interests of operating an effective Equal Opportunities Policy, Artlift will monitor certain information about job applications and attendees of all Artlift projects. All such information will be treated as confidential and be separated from all processes concerned with the selection of staff.
- 4.4 Whenever feasible, Artlift will publicise its services and events in such places and formats as to be accessible to all groups within the wider community.
- Artlift will ensure that its publicity material makes clear the fact we welcome a diversity of participants.
- 4.5 Wherever possible, Artlift will advertise core staff vacancies both internally and externally and make clear our equalities policy. Selection and recruitment processes will be kept under constant review to ensure their effective performance. For key posts, more than one person will be involved in the interviewing and recruitment process. Reasons for selection and rejection will be recorded.
- 4.6 Artlift will require all staff to undertake Equal Opportunities, as well as Mental Health and Disability Awareness training at least every 3 years.

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Appendix 1 – definitions

Direct Discrimination

Direct discrimination occurs when an individual is treated less favourably than another because of a protected characteristic they have.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess the protected characteristic.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied universally, but its effect disadvantages people who share a protected characteristic.

Harassment

Harassment is uninvited and unwanted behaviour related to a protected characteristic and makes a person feel intimidated or humiliated.

Victimisation

Victimisation is where someone is treated less favourably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.