



## Diversity and Equalities Policy

This non-contractual policy aims to outline Healthy Arts' commitment to ensuring equality of opportunity and equal treatment for full members, associate members, volunteers, supported artists and service users in terms of employment and access to services. It also provides guidance on anti-discriminatory practice.

### Scope

The policy applies to full members, associate members directly employed by Healthy Arts, to volunteers and supported artists in terms of work experience, and service users in terms of service provision. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010:

- (a) Age
- (b) Disability
- (c) Race
- (d) Sex
- (e) Religion or cultural beliefs
- (f) Gender reassignment
- (g) Marital status and civil partnership
- (h) Sexual orientation
- (i) Pregnancy and maternity

The policy applies across the range of employment policies and practice, including those relating to Discipline, Grievance, Harassment and Complaints.

### Employment Practices

Healthy Arts aims to promote equality and diversity as an employer and to ensure that no job applicant, full member or associate member receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy.

Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with the Diversity and Equalities Policy. All training opportunities will be published widely to all appropriate full members, associate members, volunteers and supported artists and not in such a way so as to exclude particular groups. Healthy Arts regards discrimination, abuse, harassment, and victimisation or bullying of full members, associate members, volunteers, supported artists, service users or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

## **Data Collection**

Healthy Arts complies with the requirement of the Data Protection Act. Any data, either qualitative and or quantitative, required in order to monitor the requirements or the impact of the Equalities Act 2010, will be collected where it is reasonable, proportionate and practical to do so. Any such requirements will be notified to Healthy Arts service users and will follow a common data format.

This policy will be reviewed on an on-going basis and amended in line with new developments in Equality and Diversity best practice.

Healthy Arts recognises that the promotion of equal opportunities requires more than passive opposition to discrimination; we are therefore committed to taking positive action towards equality of opportunity. We further recognise that the limited resources and the operational needs of the organisation may impose justifiable restrictions upon our ability to take such action. However, we will undertake regular monitoring and review the effectiveness of this Policy.

## **Legislation**

We will take all reasonable steps to ensure that our full members, associate members, volunteers and supported artists do not unlawfully discriminate under:

- the Rehabilitation of Offenders Act 1974;
- the Employment Rights Act 1996;
- the Human Rights Act 1998;
- the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- the Civil Partnership Act 2004;
- the Work and Families Act 2006;

- the Equality Act 2010;
- Race Relations act 1976;
- Disability Equality Duty;
- Gender Equality Duty;
- Racial equality code of practice for employment;
- Sex discrimination act 1975;
- Equal Pay act 1970;
- Disability Discrimination Act (DDA) 1995 and;
- any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

#### Equal Opportunities Policy Implementation:

Healthy Arts is committed to promotion of equal opportunities in all aspects of our work including management, employment practices with both paid workers and volunteers, access to services and service provision.

Healthy Arts' Mission Statement is:

To improve peoples' lives through engagement with heritage and the arts.

Healthy Arts is constituted for the chief purpose of producing social wealth rather than material wealth.

ii) The Management Committee shall ensure that it acts in such a way that no individual or group referred to in this policy is discriminated against, in particular:

- by providing information in a way that is accessible, for example, large print, community languages etc.;
- by meeting in premises with facilities which are physically accessible to those participating;
- by making training in discrimination awareness and equal opportunities available to all members, volunteers and supported artists.

iii) The recruitment of full members, associate members, volunteers and supported artists shall be undertaken in accordance with this policy, in particular:

- by ensuring that posts are advertised in such a way as to encourage applications from groups experiencing discrimination;
- by preparing job descriptions which clearly set out what the worker is to do, and person specifications which recognise that relevant experience can be as valuable as qualifications or previous paid employment;

- by ensuring that in all selection procedures only factors relevant to the requirements of the post are taken into account, and that the spirit of the policy statement is adhered to;
- a copy of this policy is to be sent to prospective applicants for all posts.

iv) The employment of full members, associate members, volunteers and supported artists shall be undertaken in accordance with this policy, in particular:

- by providing training relevant to their needs and designed to enable them to carry out their jobs;
- by ensuring that any full member, associate member, volunteer and supported artist who, in the course of their work, displays attitudes contrary to this policy to any person whether by word, behaviour or other manner shall be liable to disciplinary action;

by recognising and responding to the individual needs of full members, associate members, volunteers and supported artists, especially those who are carers or who have disabilities, and ensuring that, within available resources, the necessary support is provided to enable them to work effectively.

### **Members Needs**

In every aspect of the planning, management, access, provision and monitoring of services, the Management Committee shall seek to promote equality of opportunity in accordance with this policy, in particular:

- by seeking to identify and respond to the needs of those groups experiencing discrimination, altering priorities and methods of service delivery where necessary;
- by seeking the views of service users through evaluation exercises and documents;
- by liaison and consultation with relevant groups and by regular analysis of the user profiles, to monitor the extent to which services are being taken up by

groups experiencing discrimination.

### **Dealing with third parties:**

Healthy Arts will not unlawfully discriminate in dealings with third parties.

### **Training:**

The Chair will ensure that all new full members, associate members, volunteers and supported artists will receive induction on the policy.

### **Review:**

The Management Committee shall regularly monitor and evaluate the effectiveness of this policy in achieving the stated aims. This process shall

be undertaken at least annually, shall include the review of each component of the policy, and shall aim to seek the views of organisations representing the interests of those groups referred to in this policy.

**Complaints and Sanctions:**

Healthy Arts will treat seriously any complaints of unlawful discrimination on any of the stated grounds made by full members, associate members, volunteers, supported artists, service users or other third parties and will take action where appropriate.

All complaints made by external parties will be investigated in accordance with Healthy Arts' Complaints Procedure and the complainant will be informed of the outcome.

In the event of an investigation concerning a complaint against a full member, associate member, volunteer or supported artist Healthy Arts' Grievance Policy and Procedures will be followed and any action necessary dealt with under Healthy Arts' Disciplinary Procedure.

Complaints will be monitored annually and any outcomes/action recorded.