

Equal Opportunities Policy : Version 1

Advisory Panel Sign Off: Advisory Panel Review Meeting September 2018

Review Date : July 2020



PAMODZI CREATIVES EQUAL OPPORTUNITIES POLICY

DOCUMENT 1.1.

STATEMENT OF POLICY

1. Pamodzi Creatives recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.

2. Pamodzi Creatives believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

3. As a Community Interest Company committed to the promotion of equal opportunities within the arts and affiliated organisations, through the way we manage our collaborative projects and provide services to the community. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the project environment.

4. The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

5. This policy will influence and affect every aspect of activities carried out at Pamodzi Creatives i.e. promotional work, delivery within an educational context and other functions linked to the project environment as determined by the Advisory Panel.

6. In the provision of services and the contracting of staff on a project basis, Pamodzi Creatives is committed to promoting equal opportunities for everyone. Throughout its activities, Pamodzi Creatives will treat all people equally whether they are:

- Seeking or using our services.
- Applying for, or already contracted by us to deliver a project.
- Volunteer workers.

How the policy will be implemented and who is responsible?

The Company Director Roni Edwards has specific responsibility for the effective implementation of this policy. In order to implement this policy we shall:

- Communicate the policy and our Child Safe-Guarding policy to volunteers or employees contracted on a project basis and relevant others.
- Present [all policies] to the Advisory panel for regular review.

Conduct and general standards of behaviour

All contracted staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. Pamodzi Creatives will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within Pamodzi Creatives and can lead to disciplinary action being taken with the termination of contracts/ volunteer arrangements.

Complaints of discrimination

Pamodzi Creatives will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by contract employees, volunteers clients or other third parties and will take action where appropriate with the Advisory panel being part of the complaints procedure.

Legal Obligations

Equal Opportunities and Discrimination (Equality Act 2010)

The Equality Act 2010 replaces all previous equality legislation and its protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race , religion or belief sex and sexual orientation.

In valuing diversity Pamodzi Creatives is committed to go beyond the legal minimum regarding equality.

The **Equality Act 2010** harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).
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RECRUITMENT AND SELECTION

Pamodzi Creatives will endeavor to ensure that the advertising, terms of contract, selection and recruitment of contractors for projects will conform to our equal opportunities policies & include the following :

- A consistent, non-discriminatory approach to the advertising of project contracts.
- Applicants who apply for contracts with us will receive fair treatment and will be considered solely on their ability to do their job.
- Short-listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

MONITORING

1. We will maintain and review the contract-employment records of all employees in order to monitor the progress of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Pamodzi Creatives will revise and review this policy regularly.

Approved by Advisory Panel September 2018

Review date: July 2019

Signature:

Pamodzi Creatives Doc 1.1. Equal Opportunities Policy. Lead Contact : Roni Edwards, Director 4
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Date: 1 September 2018

