



ARCHIPELAGO FOLKSCHOOL

Equal Opportunities and Diversity Policy

Introduction

Archipelago Folkschool is committed to building an organisation that is open and accessible to all regardless of background.

This document covers all employees, tutors, participants and volunteers connected with the Folkschool, for the purposes of this policy hereafter referred to as 'all people'.

Accountability for Equal Opportunities and Diversity

All Directors are accountable for Equal Opportunities within the Folkschool. It is the responsibility of all people to uphold the policy.

The Policy

No person be they employee, participant or volunteer will receive less favourable treatment on the grounds of sex, marital status, race, religion, creed, colour, age, disability, sexual orientation, responsibility for dependents, gender reassignment, marriage and civil partnership, political party membership, trade union membership or activity, or be disadvantaged by decisions or requirements which cannot be shown to be justifiable and the act of a reasonable employer.

We will ensure that:

1. All people are aware of this Policy and understand how it is applied.
2. All applicants for employment and candidates for promotion are considered on the basis of their qualities, qualifications and ability to undertake the work.
3. All staff and beneficiaries are afforded equal opportunities for learning, education, personal development and advancement.
4. No person is subjected to harassment, bullying or intimidation within the workplace.
5. Activities and services provided are publicised, managed and delivered in a



manner sensitive to the cultural, religious and personal needs of all people.

6. Where budget allows we will endeavour to translate our literature into different languages and different formats on request.

Procedure

In order to put this Policy into practice, we will:

- Communicate the Policy within the organisation and ensure that all new people connected with the organisation have opportunities to read it.
- Provide training and guidance for all people who are involved in personnel and recruitment practices, and ensure that selection panels comprise no less than one person who has undertaken such training.
- All recruitment processes for participation, volunteering or for employment will be 'blind' as far as possible to reduce unconscious bias. Applications will have identifying details such as names and DOB removed before being reviewed by a second person.
- Ensure that no conditions or requirements are imposed on employees or members that have an adverse impact on a particular group, unless such conditions or requirements can be objectively justified. In such cases, advice will be sought.
- Review the Policy on an annual basis, assessing its impact and amending as necessary.
- Continually seek the views of all people on how the organisation can create a genuinely non-discriminatory culture.

This Policy extends to all forms of discrimination, including those not covered by legislation.

This policy is based on the following legislation:

- The Equality Act 2010
- The Disability Discrimination Act 2005
- The Children Act 1989



Grievances

- If you believe that you may have been unlawfully discriminated against, or have experienced bullying or harassment you may use our formal grievance procedure to make a complaint.
- We will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.
- Using our grievance procedure does not affect your right to make a complaint to an employment tribunal.

Review

This policy will be reviewed every three years or subject to changes in Equal Opportunity legislation. We will record details to facilitate monitoring the effectiveness of this policy and our performance in relation to equal opportunities.