



Saxmundham Music & Arts (SMART CIC)

Equal Opportunities Policy

Saxmundham Music and Art CIC are committed to implementing and promoting equal opportunities in its activities, services and practice. It realises that discrimination exists in society (whether protected by law or not), and believes that this prevents potential and ability from being realised in young people and others.

SMART will not tolerate discrimination on the basis of:

- Race
- Colour
- Gender
- Sexual orientation or identity
- Ethnic or national origin
- Disability
- Partnership status or home responsibility
- HIV or AIDS status
- Age
- Political or religious belief
- Trade union activity
- Socio-economic background
- Refugee or asylum seeker status

As a provider of a service to the community, SMART accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

SMART realises that a genuine commitment to equal opportunities must operate on all levels:

- SMART will prevent unfavourable treatment, directly or indirectly, upon individuals from any group facing discrimination in its recruitment and deployment of human resources. Where discrimination does occur, it will be dealt with through the agreed procedures. This will be achieved by following our Equal Opportunities Policy.
- SMART will seek to prevent discrimination and ensure equal representation in the services it provides, the structures that it facilitates and the practice through which it carries out its work. This involves the development of

greater diversity in the management committee and networks to ensure a genuinely wide representation.

Responsibility

- 1.1. The Directors of SMART have overall responsibility for the effective operation of this policy. However, all volunteers and service users have a duty as part of their involvement with us to do everything they can to ensure that the policy works in practice. Those responsible for recruiting volunteers to support SMART projects are responsible for ensuring that they are aware of Equal Opportunities Policy and adhere to it while working as SMART volunteers.
- 1.2. SMART will bring to the attention of all volunteers and service users the existence of this policy, and will provide such support as is necessary to ensure that the policy is effective and that everyone is aware of it.
- 1.3. If any service user or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with any of the Directors.
- 1.4. All instances or complaints of discriminatory behaviour will be treated seriously.
- 1.5. Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

Disabled Access

- 1.6. SMART will endeavor to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.

Use of Language

- 1.7. Volunteers and service users should avoid and challenge the use of language which, in any way, belittles anyone
- 1.8. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive.
- 1.9. All materials used or developed by SMART will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

Sexual Harassment

- 1.10. No volunteer or service user should be subject to sexual harassment.
- 1.11. This is interpreted as unwanted behaviour of a sexual nature including:
- verbal sexual abuse
 - physical contact
 - repeated remarks which an individual finds offensive
- 1.12. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user or volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

Monitoring and Review

The Policy will be constantly reviewed by the Directors to ensure that no one is put to a disadvantage either, directly or indirectly. This monitoring will apply to the practices of stakeholders, volunteers and the provision of services.

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this Policy.

The Directors of SMART will review this policy every 3 years.

Scheduled review: - 31/01/21.