

Beacon Films CIC [“the organisation”] Equality Policy

The named officer who is responsible for this policy is:

WILL SADLER, DEVELOPMENT DIRECTOR

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Last updated and ratified by the board	9.9.2020
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Introduction

This policy provides a framework for developing equality within services delivered and within employment.

By putting equal opportunities policies into action we comply with the law and benefit in many areas of our business. When staff/freelancers are accorded fair treatment motivation increases, a healthy and positive working environment can be maintained and service delivery improved.

The policy applies to all those that come into contact with the organisation including: -

- Participants taking part in projects
- Parents/ carers or support workers of those participants
- Employees
- Freelancers
- Contractors and partners and any areas of procurement
- Volunteers

The aims to ensure that no one receives less favourable treatment for reasons relating to: -

- Race, ethnic origin, colour or national origin
- Gender
- Marital status
- Sexual Orientation
- Disability
- Religion or Belief
- Age
- Trade Union Activity or Political Belief
- Social Class
- The rehabilitation of former offenders

Definition:

Equality of opportunity is about eliminating discrimination, promoting fair and equal treatment for everyone and promoting harmonious relations between all sections of the community. This means that employment opportunities and service provisions should be free from irrelevant barriers and accessible to all.

Equality of opportunity involves the recognition and removal of discriminatory barriers, policies, practices and procedures that may be inherent in organisations and individuals. It seeks to replace processes that perpetuate inequality with fairer and more inclusive ways of working.

The organisation recognises the importance of equality of opportunity within service delivery and employment and is committed to meeting different needs through consultation, review and continuous improvement. This is expressed in our aims

We all have a duty to:-

- Comply with and promote the Equality Policy.
- Co-operate with other procedures and practices which complement the Equality Policy.
- Be aware of our behaviour and its impact upon others.
- Report any suspected discriminatory actions.
- Report any suspicions of harassment taking place.
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination.
- Seek guidance on matters of equality and best practice when unsure of the appropriate course of action.

Equality Objectives

Service Delivery: -

That the different and diverse project participants receive services that meet their needs through consultation, review and continuous improvement.

Employment: -

That the different and diverse communities of the area are reflected at all levels of employment within the organisation and within its partnerships.

Community Cohesion: -

That the people from all involved with the organisation respect each others cultures and support a positive, ambitious future for the organisation.

Self-Assessment

The organisation has a responsibility to find out how it can improve the way it meets the requirements of all project participants, their parents/carers/support worker and employees and ensure that services are relevant to their needs.

Recruitment, Retention and Progression

We are committed to recruiting, retaining and progressing a diverse workforce by: -

- Attracting applicants from all sections of the community
- Advertising in a variety of publications, working with Jobcentre Plus and other agencies to attract under represented groups.
- Role definition and person specifications clearly related to the duties.
- Using and accepting different formats such as large print, tape, disk or email for the recruitment process
- All medical forms will be collated separately to ensure the information is not used in the selection process

- Selection assessments and test will only be used to identify skills required for the position and adjustments will be made where reasonable to accommodate specific needs.
- Appropriately trained staff will conduct interviews and life skills will be valued and the competence gained through these experiences will be balanced against those gained through the more formal route
- Pursuing reasonable adjustments to enable staff who are disabled or have a medical condition to continue in employment
- Training and informing staff of equality issues and expected behaviours
- Dealing effectively with incidents of discrimination or harassment

The organisation recognises that a workforce that broadly reflects the community it serves has a greater understanding and ability to respond to pupils and parents needs.

Monitoring

The organisation recognises that equality action and progress needs to be monitored and analysed. By this means we will assess the impact of our policies, practices and procedures and where necessary set new targets.

Service Delivery

The organisation will monitor the use of services to establish that they are providing services fairly to the different sections of the wider community. It will also monitor non-use of services and if barriers to access exist, will aim to adapt existing provision. It will do this through the use of participant data, parent/carer/support worker, staff and freelancer questionnaires and other similar systems.

Occupational Health, Safety and Welfare

The organisation recognises its responsibility to provide a safe working environment for all employees and freelancers. Our policies to support staff will include:-

- Health and Safety Policy
- Safeguarding Policy

Working with Trade Unions

The organisation recognises that Trade Unions have valuable experiences and contributions to make in the areas of equality through consultation mechanisms and supporting employees who have experienced discriminatory treatment.

Procurement

The organisation is committed to ensuring equality throughout procurement practices and processes

Complaints

The organisation encourages everyone to make suggestions to improve its services. Where dissatisfaction exists people are encouraged to raise their complaint through the named officer responsible for this policy (see top of document). Should this lead to an unsatisfactory outcome, the complaint can instead be taken to the board of directors.

Implementing Legislation Discrimination

The organisation recognises that discrimination occurs when someone is treated unfairly or less favourably than another person.

There are four ways that discrimination can occur: -

1. Direct discrimination : when someone is treated less favourably than another because of his or her race, gender, disability, religion, belief, sexual orientation, marital status or trade union activity.
2. Indirect discrimination : when a condition or requirement is imposed that has an adverse effect on a group and cannot be justified.
3. Victimisation : when a person who has raised a complaint under one of the Acts and because of this is treated less favourably.
4. Harassment has been defined within the Equal Treatment Directive 2000 as : 'Conduct that violates a person's dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment and may be intentional or unintentional'.

Harassment may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

The organisation recognises that unlawful discrimination can occur before, during or after the employment relationship. It will not tolerate any form of discrimination or harassment from directors, employees, project participants or the public and will work to improve attitudes and actions. Any incidents will be dealt with through the relevant policies and procedures.

Gender

The organisation will adhere to the requirements of the Sex Discrimination Act 1975 and associated Codes of Practice to promote equality between male and female employees.

Dependant's Leave

The organisation will aim to support women and encourage men to have the opportunity to take equal responsibility in family care issues by providing equality in all family friendly and flexible working practices.

Equal Pay

The organisation believes that men and women should have equality of opportunity within employment and therefore receive equal pay for the same work or work of equal value. Every job will be correctly placed within the structure and an appropriate pay and grading system applied.

Race

The organisation is aware of the racism and the stereotypical attitudes that many minority ethnic people face. Therefore the organisation will work to challenge racism and ensure equal access to services and employment regardless of race or ethnic origin.

We will encourage community engagement activities to develop open communication to improve understanding and be more able to meet the needs of black and ethnic minority communities.

Any acts of racial harassment or discrimination by employees will be dealt with and subject to the relevant procedures.

Religion and Belief

The community in which we live and work includes people of many religions and beliefs as well as people without a faith. To ensure that we are working to the legislation we will work within ACAS Guidelines and will collect information on the religion of job applicants.

Disability

Disabled people living within North East England have significant experience of the organisation as customers, service users and employees. It is the intention of the organisation to eliminate discrimination against disabled people and make sure they have equal access to the high quality services and employment opportunities we aim to provide for all residents, customers and service users.

A person's impairment has previously been seen as the primary cause of disability. However, today it is recognised that it is the way society is organised that creates the barriers that exclude disabled people ; steps and stairs create physical barriers for people with mobility impairments, typed information in small text presents problems for people with sight loss. Both barriers can easily be accommodated by simple adjustments like supplying ramped access to buildings and offering all typed text in larger print.

We recognise and operate within the framework of the Disability Discrimination Act, but also recognise that some individuals are still currently unprotected by the legislation and may face disadvantage and/or segregation. Therefore, the organisation will seek to support all employees with health conditions or resulting disability whether covered by the Act or not.

Lesbians, gay men, bisexual and transgender people

The organisation recognises that homophobic attitudes and actions that result in discrimination, harassment and violence towards lesbians, gay men and bisexual people still exist. The organisation also recognises that transgender people face similar attitudes and discriminating behaviour.

The organisation seeks to challenge and eradicate this type of behaviour by working with partnership organisations to help understand the attitudes and actions that need to be addressed and provide training and guidance to employees/freelancers.

Age

The legislation will come into force in 2006 and gives improved employment rights to different age groups. By 2010 it is estimated that there will be more people over the age of 65 years than those under 16 years. The organisation recognises the significant impact this will have on its employment practices and on the services that it will need to provide.