

## **ISIS Arts Limited** **Equal Opportunities Policy**



ISIS Arts Limited aims not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. ISIS Arts Limited shall, at all times, strive to work within legislative requirements as well as promoting best practice. The board of ISIS Arts Limited aims to ensure that all workers should be offered equal opportunities to achieve their full potential. We are committed to making this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

This policy is for guidance only and shall be provided to all workers, but does not form part of your contract of employment.

## **Schedule 1**

1. **To whom does this policy apply?**

This policy applies to ISIS Arts Limited employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants, individuals such as agency staff, and volunteers who are not employees, but who work at ISIS Arts Limited.

All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them.

The policy statement in paragraph 1.2 applies equally to the treatment of our visitors, customers and suppliers by our workers.

2. **Personnel responsible for implementation of policy**

The board has overall responsibility for the effective operation of ISIS Arts Limited equal opportunities policy (EOP) and for ensuring compliance with the relevant statutory framework prohibiting discrimination.

Employees are to lead by example and encourage others to adhere to the policy and promote the aims and objectives of ISIS Arts Limited with regard to equal opportunities.

All members of staff should aim to be familiar with the policy and act in accordance with its aims and objectives.

### 3. **Scope and purpose of policy**

- 3.1 ISIS Arts Limited will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.
- 3.2 This policy applies to all aspects of the employment relationship.
- 3.3 ISIS Arts Limited will as far as is reasonably possible take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities.

### 4. **Forms of discrimination**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 3.1. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race.

### 5. **Recruitment and selection**

- 5.1 ISIS Arts Limited aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in paragraph 3.1.

5.2 Vacancy advertisements shall, where possible include an appropriate short statement on our equal opportunities policy and a copy of this policy shall be sent to those who enquire about vacancies.

## 6. **Staff training and promotion and conditions of service**

6.1 All promotion decisions will be made on the basis of merit.

6.2 ISIS Arts Limited aims to ensure that any conditions of service, benefits and facilities are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay and all other benefits offered.

## 7. **Termination of employment**

7.1 We aim to ensure that our redundancy criteria and procedures are fair and objective and do not directly or indirectly discriminate against employees.

7.2 We also aim to ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

## 8. **Disability discrimination**

8.1 If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise ISIS Arts Limited of any reasonable adjustments to your working conditions or the duties

of your job which you consider to be necessary, or which would assist you in the performance of your duties. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

9. **Part-time workers**

ISIS Arts Limited will aim to monitor the conditions of service of part-time employees and their progression within ISIS Arts Limited to ensure that they are being offered appropriate access to benefits.

10. **Breaches of the policy**

10.1 If you believe that you may have been disadvantaged on any of the unlawful grounds listed at paragraph 3.1, you are encouraged to raise the matter through ISIS Arts Limited grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourable as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

10.2 If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to

disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. ISIS Arts Limited will always take a strict approach to serious breaches of this policy.

- 10.3 As this policy applies equally to ISIS Arts Limited workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.