

South West Early Music Forum (SWEMF)

EQUAL OPPORTUNITIES POLICY

Statement of policy

1. SWEMF recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.
2. SWEMF believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to take part in activities organised by SWEMF.
3. SWEMF is committed to the promotion of equal opportunities within the organisation, and affiliated organisations, through the way we manage the organisation and provide opportunities for amateur music making. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality.
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 by SWEMF i.e. provision of music workshops, concerts and other functions linked to the organisation , as determined by the management committee.
6. In the provision of these services, SWEMF is committed to promoting equal opportunities for everyone. Throughout its activities, SWEMF will treat all people equally.

Conduct and general standards of behaviour

All members of SWEMF, the management committee, tutors and volunteers are expected to conduct themselves in a professional and considerate manner at all times. SWEMF 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.

SWEMF encourages members to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for members who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

Complaints of discrimination

SWEMF will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by SWEMF officers, tutors, members and other third parties and will take action where appropriate.

Any formal complaint should be addressed in writing (letter or email) to the SWEMF Secretary.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by SWEMF officers, tutors, members other third parties.

SWEMF will revise and review this policy regularly.

Approved at SWEMF committee meeting on xxxxx

Review date: xxxxx

Signature:

Date: