



Arts 4 Dementia Equality & Diversity Policy

1. Policy statement

Arts 4 Dementia aims to create a culture that respects and values each other's differences and secures genuine equality of opportunity in all aspects of its work. We believe that our organisation should serve diverse communities, should reflect those communities and should offer equal opportunities to the people it serves, in service delivery, volunteering and employment. By valuing the diversity that different people bring to our organisation we can create an environment where everyone feels valued and where everybody's contributions, skills and competencies are fully utilised.

Arts 4 Dementia recognises that many individuals and communities experience unlawful and unfair discrimination and oppression on the grounds of their gender, relationship or marital status, race or ethnicity, disability, sexual orientation, age, HIV status, language, background, faith or religious belief, physical appearance and political opinions, as well as offending background. We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

Arts 4 Dementia is committed to ensuring that it promotes equality, diversity and accessibility through its decision-making and service provision. We are committed to non-discrimination (direct and indirect) and will always actively oppose any form of discrimination and promote equality and diversity. We recognise that there are people differences and are committed to taking these into account.

2. The Law

Arts 4 Dementia recognises its obligations under The Equality Act 2010 and other relevant previous legislation.

The Equality Act 2010 covers nine protected characteristics, meaning that the legislation provides protection from discrimination in the following main areas: sex, sexual orientation, marriage or civil partnership, gender reassignment, race, religion or belief, age, disability, pregnancy and maternity.

3. Types of discrimination

Arts 4 Dementia recognises the following types of discrimination:

Direct discrimination, which is when people are treated less favourably simply because of, for example, their ethnicity or gender;

Indirect discrimination, which can happen where there are rules or conditions which apply to everyone, but affect one group of people more than others without a good reason;

Discrimination arising from disability, which can occur if a disabled person is treated unfavourably because of something connected to their disability and this treatment cannot be objectively justified. Discrimination by association, occurs when a person is treated worse than someone else because they are linked or associated with a person who has a protected characteristic.

Discrimination by perception, which occurs when a person is treated worse because someone in the organisation incorrectly thinks they have a protected characteristic.

Duty to make reasonable adjustments, which places an obligation on service providers to make reasonable adjustments to enable disabled people to use the services provided as far as is reasonable to the same standard as non-disabled people. This duty also applies to employment, to ensure that a disabled person is not put to a substantial disadvantage in the workplace due to a practice, policy or procedure related to the working environment.

Victimisation, i.e. treating someone less favourably if they have complained about or alleged discrimination.

Harassment, i.e. unwanted conduct that violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Positive action allows organisations to take appropriate steps to help people with protected characteristics to overcome or minimise a disadvantage, to meet their needs or to participate, if there is evidence that the protected characteristic these people share means they have a different need or experience disadvantage or have low participation.

4. Scope

Our Equality Policy covers: staff, volunteers, trustees, service users, potential users and the general public.

Our policy covers the following types of discrimination:

Gender, race or ethnicity, sexual identity or orientation, age, relationship or marital status, disability, HIV status, socio-economic or educational background, faith or religious belief and physical appearance.

5. Equal opportunities policy

This policy aims to help staff, volunteers and trustees to identify and eliminate all forms of discrimination in decision making, employment practices and opportunities, service provision and to provide a framework for taking positive action to encourage diversity and equality. We intend to include an equal opportunities dimension in all aspects of what our organisation does.

5.1. Aims of the policy

The specific objectives of this policy are:

1. To ensure that no trustees, volunteers, staff or service users experience unfair or unlawful discrimination.
2. To take necessary steps to ensure that trustees, staff and volunteers understand the various forms and effects of discrimination and the needs of groups who experience discrimination.
3. To increase access to services from socially excluded people and people from a diverse range of backgrounds.
4. To make reasonable adaptations, including equipment, premises, policies, procedures and service provision, to remove barriers to access for all staff and service users.
5. To establish better links with socially excluded groups and people from a diverse range of backgrounds.
6. To make necessary changes to the services provided to meet the needs of people facing discrimination.
7. To consider establishing special projects to combat discrimination and exclusion, when appropriate.
8. To advocate equal opportunity policies within the organisation and amongst other organisations (e.g. partner organisations, organisations providing services).

5.2. Procedures for implementation

The trustees will take the following steps to implement this policy:

1. Examine the organisation to identify where discrimination might exist or potentially exist and identify what form it takes.
2. Monitor and review services provided and statistical information related to service users, staff and volunteers.
3. Outline equal opportunities expectations in all employment contracts, to ensure that all those involved with the organisation (including but not limited to volunteers, staff and trustees) understands the organisation's commitment to serving and reflecting diverse communities occurs.
4. Set procedures for staff recruitment, training and support, conditions of service, working arrangements and physical access.
5. Set procedures for volunteers, including recruitment and management.

5.2.1. Outreach

- a. Arts 4 Dementia will strive to encourage participation in its activities from all sectors of society and to serve diverse communities/groups.
- b. Arts 4 Dementia will ensure that all participants have equal access to the benefits of A4D services and that none is prevented from participating as a result of discrimination on the organisation's part.

- c. All individuals and organisations that participate in Arts 4 Dementia activity must recognise the importance of equal opportunities and organisations must indicate that they have proper policies themselves.
- d. To ensure that Arts 4 Dementia makes its services available to diverse communities, we are committed to doing the following: publicising the work of the organisation, keeping low priced participation fees (if any) and consulting with communities.
- e. If a participant acts continually in a discriminatory manner, and after informal and formal discussions, he or she is liable to be disqualified from taking part in further A4D activities.

5.2.2. Board of Trustees

- a. All trustees will be required to show commitment and support for this policy and play their part in its implementation and will be provided training as required.
- b. Any trustee who acts in a discriminatory manner, and is unable or unwilling to address the issues raised, will be requested to cease his/her functions with the organisation.
- c. A4D will seek to ensure diversity on its board so as to reflect those communities it seeks to serve. It will take appropriate steps to do this as part of recruitment and will follow recognised fair selection procedures in appointing new trustees.

5.2.3. Volunteers

- a. Arts 4 Dementia is committed to do all necessary to ensure that volunteering with our organisation is open and accessible to all, particularly those from socially excluded groups and those who generally suffer discrimination.
- b. All volunteers will be required to adhere to the policy and help in its implementation. All volunteers will be made aware of the Equal Opportunities policy and trained as necessary.
- c. Any new volunteer who does not agree to comply with this policy will not be offered the possibility to serve the organisation.
- d. Any volunteer who acts in a discriminatory manner, and is unable or unwilling to address the issues raised, will be requested to cease his/her functions with the organisation.

5.2.4. Staff

- a. Arts 4 Dementia strives to be an equal opportunity employer and is committed to actively encourage employment of people from disadvantaged or socially excluded groups.
- b. Arts 4 Dementia is committed to ensure that no job applicant or employee is discriminated directly or indirectly in relation to recruitment, selection, promotion and development, redundancy, discipline/dismissal by following its Staff Employment Procedures Policy, monitoring equal opportunity statistics and responding to concerns brought to its notice.
- c. All vacant posts will be advertised in such a way as to encourage a wide range of applicants. The recruitment and employment procedures will ensure that all applications are treated equally, following recognised fair selection standards. All staff recruited will be expected to implement this policy throughout their work. Training and support will be given to all staff, taking into consideration people's differences. Further details of how equal opportunities

will be implemented in employment can be found in our Staff Employment Procedures Policy.

- d. A full copy of the Equal Opportunities Policy will be available to new employees, as well as appropriate training.
- e. Any applicant for a staff position who shows in their job application or at interview that they are not willing to support and abide by the Equal Opportunities Policy will be considered unsuitable for employment.
- f. Where a member of staff acts continually in a discriminatory fashion, Arts 4 Dementia will apply the disciplinary procedures as stated in its Disciplinary policy. Arts 4 Dementia will, however, offer support and training to any member of staff prior to taking this action, unless their actions are sufficient to deserve immediate dismissal on the grounds of gross misconduct.

5.2.5. Organisations and collaborative work

- a. As much as possible, Arts 4 Dementia will try to ensure that all organisations and agencies it works with have a commitment to equal opportunities and will always challenge any discriminatory actions. Arts 4 Dementia will take upon itself to help organisations understand the importance of equal opportunities as part of good practice.
- b. Any new organisation that does not agree to comply with this policy will not be offered the services or partnership of Arts 4 Dementia unless they can show good reason for any such failure to comply.
- c. If, however, Arts 4 Dementia is already dealing with a person or organisation that breaches its equal opportunities policy, it will first attempt to establish a dialogue with the party to discuss the issues raised. Arts 4 Dementia will then make constructive suggestions as to how the person or organisation might address discriminatory actions and/or attitudes. Only when this has failed, will the Arts 4 Dementia withdraw its services/partnership.

5.2.6. Service Users and visitors

- a. Arts 4 Dementia aims to treat all visitors and service users (principally workshop participants and trainees) with respect and to ensure that all service users are treated equally. Arts 4 Dementia will be sensitive to the needs of service users who need extra support either in access to information or in becoming involved with the organisation.
- b. If, however, a visitor (including contractors) acts in a way that is in breach of the equal opportunities guidelines, for example, through sexist, racist or homophobic abuse or language, they will be asked to leave the premises. If they refuse, the police will be called.
- c. Any new service user who does not agree to comply with this policy will not be offered the services of Arts 4 Dementia.
- d. If, however, Arts 4 Dementia is already dealing with a service user who breaches its equal opportunities policy, it will first attempt to establish a dialogue with the person to discuss the issues raised. Arts 4 Dementia will then make constructive suggestions as to how the person might address discriminatory actions and/or attitudes. Only when this has failed will Arts 4 Dementia withdraw its services.

5.2.7. Accessibility

- a. Wherever possible and subject to funding, Arts 4 Dementia will provide accessible venues for events it organises.
- b. Arts 4 Dementia is committed to providing accessible material in all areas of its work, including large print, taped forms, hearing loops and appropriately translated materials into the main language groups of its service users. This however will depend on funding availability.

5.3. Implementation, Monitoring and Review

5.3.1. Implementation

The trustees allocate the responsibility for ensuring implementation of this policy to the Chief Executive. However, overall responsibility will remain with the trustees.

5.3.2. Monitoring, compliance and review

The trustees are responsible for the monitoring and review of the equal opportunities policy:

- a. The board will monitor compliance with the policy, in particular the charity's effectiveness in increasing and/or maintaining diversity and equality of opportunity, annually.
- b. Any concern or allegation of a serious breach of the policy will be brought to the board immediately.
- c. A sub-committee composed of the Chair, the Chief Executive and the Honorary Treasurer, will review the policy itself every three years to ensure it remains effective, up-to-date and relevant.

Approved by the board of Arts 4 Dementia on 3rd April 2017.

Policy to be reviewed 01 April 2018.