

Monifieth Amateur Dramatics Equal Opportunities Policy

Principles

Monifieth Amateur Dramatics wholeheartedly supports the principle of equal opportunities in employment and membership. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible. That diversity adds value.

Monifieth Amateur Dramatics recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees and members have a duty to co-operate with the Monifieth Amateur Dramatics to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Employees and members should draw the attention of the committee to suspected discriminatory acts or practices or cases of bullying or harassment.

Statement of Intent

Monifieth Amateur Dramatics aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce and membership that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment at the Association.

Our aim is that the workforce and membership will be truly representative of all sections of society. Selection for employment, promotion, membership or any other benefit will be on the basis of merit and ability only. Selection for training will be on the basis of job requirement only. Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action.

Monifieth Amateur Dramatics will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants, employees whether part-time, full-time, fixed term or temporary, volunteers and Management Committee members irrespective of

gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

Implementation

The Management Committee is responsible for the policy's day-to-day implementation. Consultation will take place with a working group on the implementation and development of this policy. Monifieth Amateur Dramatics has drawn up an Action Plan detailing how it will deliver this policy and challenge discrimination in other policies.

It is the responsibility of the Management Committee to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually.

Each employee, volunteer, consultant, trainer, facilitator, member or Management Committee member is responsible for their own compliance with this policy. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employees, appropriate action against a member of the Management Committee, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Employees or members who feel they have been discriminated against should raise the matter with a member of the Management Committee. Initially the employee and Committee Member should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under the Monifieth Amateur Dramatics' Grievance Procedure.

The Association will ensure that all new employees, volunteers, members and Management Committee members will receive induction on the policy and action plan and that consultants, trainers and facilitators will be fully informed.

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available and displayed in the Association's offices.

Monifieth Amateur Dramatics Equal Opportunities Policy Action Plan

Monifieth Amateur Dramatics has drawn up this Action Plan in order to deliver the Equal Opportunities Policy.

Organisation Audit

An audit of the organisation was undertaken by The Management Committee.

The aim was to get a picture of the Monifieth Amateur Dramatics' current position and where priorities will need to be made, as well as providing a starting point from which we can measure progress.

As part of the audit the Management Committee, employees, volunteers and members were asked about the organisation's culture through focus groups. Details of these along with the collated results are detailed in the appendix.

The audit was completed on [state the date].

	Equal Opportunities Approach <small>(state whether missing, in development, in place but needing improvement, in place & working well)</small>	Action required?
<p>Policy and planning</p> <ul style="list-style-type: none"> • Does the organisation have an equal opportunities policy? • Does the policy cover all areas of possible unfair discrimination, under legislation and good practice? • Is the policy well publicised within the organisation? • Is there an action plan with a timetable? • Is progress on the plan regularly reviewed? • Is a working group consulted about the action plan? 		

- Does the Management Committee and all managers demonstrate their commitment to the policy in all areas of their responsibility?
- Are all workers aware of who is accountable for making sure the policy is implemented?
- Do publicity materials promote positive images of the organisation's workers/members?
- Does the organisation's publications (such as newsletters, annual reports) mention the progress made in equal opportunities?
- Does the organisation have any positive action initiatives to develop workers/members from under-represented groups?

Recruitment and Selection

- Is there an agreed recruitment and selection process?

<ul style="list-style-type: none">• Are job/membership applications encouraged from a diverse range of applicants, especially those that are currently under-represented?• Are vacancies publicised widely?• Are advertisements written clearly, without jargon and state that applications from all sections of the community are welcome?• Do advertisements avoid language which seems to gear the vacancy to a certain age group?• Are clear job descriptions and person specifications prepared for all posts?• Do the specifications contain any non-essential requirements such as qualifications which potentially discriminate against a particular group of people?• Do the specifications focus on skills and aptitudes needed for the post rather than attributes which might imply someone of a certain age, such		
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<p>as a specified length of experience?</p> <ul style="list-style-type: none">• Are application forms used and are questions about age/date of birth and other unnecessary age-related information removed from the form?• Do the shortlisting and interview procedures focus on the person specification?• Are reasonable adjustments made in the workplace to overcome physical and non-physical barriers that may disadvantage disabled applicants?• Are all those involved in the recruiting process aware of the equal opportunities policy in practice?• Have they all received equality training?• Are salary levels, conditions and grades fairly set (e.g. through a job evaluation scheme) and checked to ensure equal pay and to avoid any disparities?		
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<ul style="list-style-type: none"> • Does the organisation make sure that specific needs are met, such as for disabled employees/members? • Is the recruitment process at every stage monitored and recorded? • Does the Management Committee regularly receive monitoring reports? • Are the interviewers involved throughout the recruitment process? • If you use a recruitment agency, does it act in accordance with your equal opportunities policy. 		
<p>Retaining and Developing Staff/members</p> <ul style="list-style-type: none"> • Are development opportunities planned around the individual and their own work priorities? • Does all training including induction take account of equality and diversity issues, and that all Management Committee members, staff and members know their rights and 		

<p>responsibilities?</p> <ul style="list-style-type: none">• Are opportunities for promotion/parts made known to all staff and available on a fair and equal basis?• Are decisions on promotion and career management based solely on objective and related criteria.• Are there clear procedures for maternity pay and leave, parental and carers' leave and paternity leave?• Are flexible working arrangements available at all levels of the organisation e.g. for time off for family or religious needs?• Are reasonable adjustments made in the workplace to overcome physical and non-physical barriers that may disadvantage disabled employees?• Does the organisation have an anti-harassment/anti-bullying policy?• Are procedures for dealing with discrimination, harassment, bullying		
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<p>and victimisation clear and well-publicised?</p> <ul style="list-style-type: none"> • Is staff/membership turnover monitored? • Does the Management Committee regularly receive staff/membership turnover monitoring reports? • Are there clear procedures for supervision and appraisal, and do they show a clear commitment to equal opportunities? • Are these procedures carried out for all staff/members at all levels within the organisation? • Is there equality in the application of the organisation's employment policies e.g. disciplinary and grievance, absence, redundancy, leave and holidays. 		
<p>Retirement</p> <ul style="list-style-type: none"> • Does the organisation have a normal retirement age below the default retirement age of 65, and if so can it 		

<p>be objectively justified?</p> <ul style="list-style-type: none"> • Does the retirement policy follow the notification procedure as required under the age discrimination legislation? • Are workers over the age of 65 aware of their right to request not to retire? 		
<p>Management Committee members, volunteers, consultants and trainers</p> <ul style="list-style-type: none"> • Are all members, volunteers, consultants and trainers informed about the equal opportunities policy? • Does the Management Committee reflect the diversity of the local community? • Are reasonable adjustments made to overcome physical and non-physical barriers that may disadvantage disabled Management Committee members, volunteers, consultants and trainers? 		

Evaluation of the Action Plan

The action plan objectives were reviewed by the Management Committee on [state date].

Action required	Person Responsible	Outcomes achieved	Evidence	Areas for further improvement
Policy & Planning			e.g. all management committee members and staff have undertaken equal opportunities training	
Recruitment & Selection			e.g. increase in applicants from BME groups	
Retaining & Developing Staff			e.g. 'dignity at work' policy produced	
Members, volunteers, consultants and trainers			e.g. organisation has mapped the diversity of the local community and monitoring data shows that it is reflected in volunteers	

Following the review, an updated audit of the organisation was undertaken by [name the individual or team responsible for this].

The audit was completed on [state the date].

It was agreed by the Management Committee on [state date] that the following areas are the Association's current priority for action.

Etc.....

Monifieth Amateur Dramatics Equal Opportunities Internal Questionnaire

Monifieth Amateur Dramatics asks for your views as part of its review of diversity and equal opportunities within the organisation.

Statement – PLEASE TICK A RESPONSE	Agree	Disagree	Not Sure
People from diverse backgrounds and different ages are readily accepted at Monifieth Amateur Dramatics.			
People from diverse backgrounds and different ages are treated fairly at Monifieth Amateur Dramatics.			
I do not feel harassed or bullied at Monifieth Amateur Dramatics.			
I do not feel that I have been discriminated against at Monifieth Amateur Dramatics.			
I am aware of Monifieth Amateur Dramatics' equal opportunities policy.			
I understand how to put the equal opportunities policy into practice within Monifieth Amateur Dramatics.			
Monifieth Amateur Dramatics takes equal opportunities seriously.			
Under-represented groups are able to progress at Monifieth Amateur Dramatics and they receive fair treatment based on their merits.			

People of all ages are able to progress at Monifieth Amateur Dramatics and they receive fair treatment based on their merits.			
Monifieth Amateur Dramatics recruitment processes do not discriminate against people from particular groups or ages.			
I feel valued by my colleagues in Monifieth Amateur Dramatics.			
I feel fully equipped and trained to carry out the requirements of my job.			
I have been able to make progress in my job at a pace which matches my abilities.			
I feel I can discuss my career development with the Management Committee.			
I feel I am appropriately rewarded for the work I do.			
Monifieth Amateur Dramatics is making progress on equal opportunities and diversity.			
There is real commitment at the highest level of Monifieth Amateur Dramatics to improve our performance on equal opportunities.			
We learn from other organisations within the voluntary sector about better ways of doing things.			