

Addison Group of Singers Equality and Diversity Policy

Aims

The Addison Group of Singers (the 'AGS') is a music group open to all. We aim to treat our members, volunteers, staff and supporters equally regardless of their age, class and socio-economic background, disability, ethnicity, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, and sexual orientation.

Equality of opportunity – The AGS aims to:

- promote equality for its members and potential members in access to membership and musical activities and opportunities.
- ensure no member or potential member will receive less favourable treatment or is disadvantaged by the criteria and characteristics set out in the aims.
- ensure no individual wishing to volunteer or work for (including on a freelance basis) the AGS will receive less favourable treatment or is disadvantaged by the criteria and characteristics set out in the aims.

Inclusion and respect:

- The AGS values its members, staff, volunteers and supporters and will do all it can to:
 - treat them in a respectful manner and ensure they are made to feel equally welcome and included in all activities.
 - provide an environment in which the contribution and needs of everyone are fully valued and recognised.
- Accordingly all members, staff volunteers, supporters and those representing the AGS are expected to treat each other with respect and dignity and ensure activities are welcoming and inclusive for all.
- Inappropriate, violent or abusive behaviour or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These will be regarded as constituting harassment, and as such have no place in the AGS.
- The AGS will support its members, volunteers, staff and supporters in not tolerating any inappropriate, violent or abusive behaviour from other group members, volunteers, colleagues, other organisations or audience members.

Accessibility and Reasonable Adjustments:

- The AGS aims to use venues that are accessible to all for rehearsals, concerts and any other activities or events it undertakes.
- The AGS will aim to make reasonable adjustments for members with disabilities to enable them to participate in activities.

Dealing with Complaints

- If any member, volunteer, staff or supporter feels they have been discriminated against or harassed, they should raise it with a Trustee.
- The Board of Trustees (the 'Board') will take complaints of discrimination and harassment seriously.
- The Board will investigate the complaint by setting up a subcommittee of three members who will listen to all parties involved:
 - if the complaint is against a committee member, that member will not be part of conducting the investigation.
 - if the complaint is against an individual, that individual will have the opportunity to express their point of view in a safe environment and accompanied by a friend.
 - the person making the complaint will have the same opportunity.
- If a complaint is found against the AGS, the Board must work to ensure that such discrimination is not repeated in the future, and (subject to the privacy of the complainant and others involved) will inform the members of how they propose to do this.

Employment practices – general

- The AGS aims to promote equality and inclusivity as an employer and shall ensure that no volunteer, employee, person engaged to provide a service (e.g. freelance) or job/volunteer applicant receives less favourable treatment or is disadvantaged by the characteristics set out in the aims of this policy.
- Selection, recruitment, training, promotion and employment practices will comply with the Equality and Diversity Policy.
- Job descriptions for paid posts will be reviewed before advertising for a vacancy to ensure they comply with this policy. The requirements must be necessary and justifiable for the effective performance of the role. The advisement/s must also comply with this policy.
- Job descriptions for Trustee and management board positions will be reviewed before the AGM to ensure they comply with this policy. The requirements must be necessary and justifiable. Posts will be open to all the membership.
- The AGS selects all candidates for interview based on their skills, qualifications and experience. All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the role. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to role requirements and asked of all candidates
- The allocation of duties between staff with comparable job descriptions will be fair and not discriminatory.
- All staff will be encouraged to discuss their career prospects and training needs with the Music Director and a representative from the Board.

- The AGS will put in place any reasonable measures and/or adjustments within the organisation for those staff who become disabled during employment or for appointees with disabilities.
- The AGS regards discrimination, abuse, harassment, victimisation or bullying of staff or volunteers in the course of work as disciplinary offences that could be regarded as gross misconduct.

Policy review

The policy will be reviewed every year by the Board. All members and staff will be made aware of this policy through publication on the AGS website.

- The Governance Trustee is responsible for providing advice and guidance on equality and diversity issues, and for ensuring that the Equality and Diversity Policy is kept up to date subject to the Board's approval.