

# Penicuik Community Arts Association (PCAA)



## EQUALITY POLICY

### POLICY STATEMENT

1. The PCAA recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its volunteers and potentially, future employees (hereafter referred to as “workers”) to utilise the skills of the total workforce. It is the aim of the PCAA to ensure that no worker receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our workers will be truly representative of all sections of our local society and each feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all who work with us in whatever capacity.
4. All workers will be treated fairly and with respect. Selection for particular tasks and jobs and training or any other benefit will be on the basis of aptitude and ability. Where appropriate, all workers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our workers will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the PCAA’s services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and

Human Rights Commission, any Government Departments, and any other statutory bodies.

## **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every worker is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training and development and future progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound operational sense.
- We will review all our practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the PCAA committee and volunteers will be invited to offer constructive criticism on an annual basis.
- The policy will be monitored and reviewed annually

## **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the PCAA Committee. Committee members will ensure that they and other workers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Committee member will ensure that:

- all workers are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The PCAA committee will be responsible for monitoring the operation of the policy in respect of employees, volunteers and job applicants.

## **RESPONSIBILITIES OF WORKERS**

Responsibility for ensuring that there is no unlawful discrimination rests with all workers and the attitudes of workers are crucial to the successful operation of fair practices. In particular, all workers should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other workers or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the committee if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where a PCAA worker is harassed, and the harassment is related to a protected characteristic, by third parties such as other event participants or cafe customers. The PCAA will not tolerate such actions against its workers, and the worker concerned should inform the PCAA Management Committee immediately this has occurred. The PCAA committee will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RELATED POLICIES AND ARRANGEMENTS**

All employment policies and arrangements have a bearing on equality of opportunity. PCAA policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

The PCAA attaches particular importance to the needs of disabled people.

Under the terms of this policy, the committee is required to:

- make reasonable adjustment to maintain the services of a worker who becomes disabled, if they so wish, for example, training, provision of special equipment, adjusting working hours. (NB: the PCAA is expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in the team);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply to volunteer, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **EQUALITY TRAINING**

Briefing sessions will be held for staff and volunteers on equality issues as needed. These will be repeated as necessary. PCAA Management Committee members, staff and volunteers who have an involvement in recruiting workers will seek training in equality issues.

## **MONITORING**

- The PCAA deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice.
- Accordingly, a monitoring system could be introduced in future to measure the effectiveness of the policy and arrangements.
- The system would involve the routine collection and analysis of information on workers by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled would also be maintained.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If future monitoring shows that the PCAA is not representative, or that our workforce (which is voluntary) is not progressing properly, then an action plan will be developed to address these issues. This will include a review of PCAA policies and practices as well as consideration of taking legal Positive Action.

## **GRIEVANCES/DISCIPLINE**

Workers have a right to pursue a complaint concerning discrimination or victimisation via the PCAA Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the PCAA Disciplinary Procedure.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually by the PCAA Committee.

**Date last reviewed:**

6th July 2024

**Next review date:**

31st July 2025