



Equality & Diversity Policy

AIMS

The Nutshell Arts CIC (hereafter referred to as **The Nutshell**) recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that **The Nutshell** complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

The Nutshell is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of **The Nutshell**, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

- All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

SCOPE OF THE POLICY

The policy applies to all employees and volunteers associated with **The Nutshell**.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

RESPONSIBILITIES

It is the responsibility of **Harriet Morris, Director of The Nutshell** to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with the **Board of Directors**.

Employees and volunteers including trustees of **The Nutshell** have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

IMPLEMENTATION OF THE POLICY

All staff, board members and volunteers will be involved in creating an equality environment and one that values diversity.

COMMUNICATION

Policy will be communicated by:

- Being made available to job applicants and employees/volunteers.
- All new starters have the opportunity to discuss the policy with line managers/colleagues.
- Including reference to abiding by the policy in staff terms and conditions/volunteer agreements.

Working with Partners

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice

Users of our Service

We will make our services accessible by:

- Considering formats for promotional material
- Considering appropriate use of language/formats /fonts/size
- Considering whether information should be available in alternative formats e.g. easy read/other languages
- Considering locations where the organisation's services are promoted/advertised
- Considering accessibility of locations from which the service is provided
- Considering the diverse make up of our staff/ volunteers in relation to your service users

REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means:

- In the first instance raise it with their line manager
- Then follow procedures as outlined in the **Disciplinary & Grievance Policy**
- Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means:
 - In the first instance raise it with the **Director**
 - Then follow procedures as outlined in the **Disciplinary & Grievance Policy**

Service users who feel that they have suffered any form of discrimination should refer to and follow the policy as outlined in **Code of Practice for Complaints**.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee. **The Nutshell** will not tolerate any harassment from third parties towards its

employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

This policy will be reviewed every **two years** by the board of directors to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.