

Equal Opportunities Policy

Policy Statement

Swindon Dance is committed to a policy of Equal Opportunities and Diversity in the workplace. This policy aims to treat all employees and job applicants fairly and equally and no-one will receive less favourable treatment on the grounds of gender, marital status, disability, age, religion, sexual orientation, race, nationality, ethnic origin or trade union membership.

We recognise our obligations under the Equality Act 2010 and are committed to promoting the equality and diversity of all those we work with. We oppose all forms of unlawful and unfair discrimination, bullying and harassment and will make every effort to comply with the requirements of the Act and its subsequent provisions.

Any conduct that does not promote respect and dignity of any individual is unacceptable and those with a line management responsibility are required to be available to the employee for help in any such instances and to seek to resolve the issues raised.

Scope of Policy

The policy applies to all aspects of recruitment and selection for applicants and all terms and conditions of employment including; pay, promotion, training and every other aspect of employment. All staff are required to comply with the policy and to act in accordance with its objectives, any act of discrimination by employees or any failure to comply with the terms of the policy may result in disciplinary action.

Review Statement

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Company will continue to review and amend all/part of this policy on a regular basis. It is the employee's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

The Policy

Swindon Dance's intention is to be an effective Equal Opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

Principles

- All employees are required to treat one another with mutual respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual, irrespective of the position they have within the organisation.
- The Company is making every effort to create a workplace where individuals are valued, listened to and treated with respect.
- The Company maintains a work environment that seeks out and values the insight, experience, contribution and full participation of all staff.

- Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.
- The Company will strive to ensure that all products and services provided by, or on behalf of, the Company are made accessible to all individuals and groups equally and without discrimination

The Policy in Action

The Company aims to achieve the policy by:-

- ensuring its employees are made aware of their rights and responsibilities to each other, the customer and the organisation regarding equal opportunities issues;
- ensuring that no employee is disadvantaged, or treated less favourably than others, on the grounds of gender, marital status, disability, age, religion, sexual orientation, race, nationality or ethnic origin.
- providing a way in which individuals can communicate any concerns via competent named personnel;
- treating any unacceptable behaviour seriously;
- ensuring all managers realise they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success;
- providing awareness training for employees
- complying with all relevant legislation relating to discrimination and equity.

Responsibilities, Monitoring and complaint handling

The Director & CEO will have overall responsibility for the implementation, enforcement and monitoring of the policy.

All employees are responsible for complying with this policy. It is important that all individuals who are employed by the Company appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

Complaints from staff about discrimination or unfair treatment will be dealt with via the Company's Grievance Procedure.

Complaints from members of the public about discrimination or unfair treatment will be dealt with through the Company's Complaints Procedure.

*Policy owner/nominated lead, V Slayford
Date of last review, February 2025
Review due date, March 2027*