

Equal Opportunities and Diversity Policy

Aims of the Policy

The aim of this policy is to:

- ensure that matters of equal opportunity are managed in a professional and lawful way
- set out the procedures that the organisation will implement in relation to the management of equal opportunities in the workplace.

Our Policy

Equality and diversity considerations underpin all activities within Norwich Arts Centre. This includes recruitment and selection, pay and benefits and training and development.

The core purpose of this policy is to eliminate discrimination in employment and to promote equality of opportunity in employment. This extends to direct or indirect discrimination in terms of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality or national origin)
- religion or belief (including philosophical belief)
- sex
- sexual orientation
- trade union membership.

All employees at all levels are encouraged to act fairly and prevent discrimination. Norwich Arts Centre actively encourages the employment, promotion and training of all employees and potential employees from all sectors of the community and values the different skills, ideas and opinions that a diverse workforce can offer.

Our Procedures

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict the audience to a particular sector of the community.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

Where appropriate, vacancies will be circulated internally. Norwich Arts Centre reserves the right to recognise merit and reward individuals with promotion in a fair manner. All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates. No questions in relation to health will be asked of the applicant prior to a job offer being made.

Employment

Norwich Arts Centre will not discriminate on any basis in the allocation of duties between employees employed at any level with comparable job descriptions. Norwich Arts Centre will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, gender status or religion. All employees will be encouraged to discuss their career prospects and training needs with their manager.

Complaints

Norwich Arts Centre emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the Disciplinary Policy. Any complaints of discrimination will be pursued through the appropriate policy.

Records

Records of equal opportunities matters will be retained and kept confidential.