



Equality of Opportunity and Anti-Discrimination Policy

Streetwise Community Circus CIC opposes all forms of unlawful and unfair discrimination whether direct or indirect. We are committed to a policy of equality encompassing colour, race, nationality, ethnic origin, age, gender, sexual orientation, disability, religion, political opinion and beliefs. Streetwise Community Circus will follow guidelines stipulated by The Equality Commission for Northern Ireland to enable us to fulfil our legal obligations under the equality legislation and associated codes of practice.

We are committed to ensuring that as a service provider, all our actions and activities are genuinely available and accessible to all potential participants and that our initiatives do not have a negative impact on any disadvantaged groups.

This includes:

- advertisement and recruitment of volunteers
- advertisement and recruitment of staff
- SCC CIC members and former members
- participants taking part in circus workshops
- event organisers
- advertisement and tendering processes for contractors
- employment practices and procedures
- courses and training activities
- social and community events
- the running of circus workshops

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. to provide equality of opportunity for all members. All recruitment, promotion and training will be based upon an individual's ability to do the job.

Streetwise Community Circus CIC recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Streetwise Community Circus CIC will not tolerate sexual or racially-based harassment or other discriminatory behaviour, whether physical or verbal. This will be monitored and we will work to ensure that such behaviour is met with appropriate action in whatever

context it occurs. Any complaints should be brought to the tutor in charge of the workshop or to the administrator or chair depending on the situation.

Streetwise Community Circus CIC is committed to the development of awareness and understanding of equality issues within our organisation and within the wider community, in order to eradicate discrimination and make services available to everyone. Streetwise Community Circus is committed to the maintenance of a neutral working environment in which no member feels under threat or intimidation. Streetwise Community Circus will prohibit the display of flags, emblems or songs which are likely to give offence or cause apprehension.

With that in mind Streetwise Community Circus Equal Opportunities Policy is designed to:

- Prevent any form of direct or indirect discrimination or victimisation
- Promote equal opportunities for women and men
- Secure fair participation for people of all religious persuasion or none
- Promote equal opportunities for people with disabilities
- Promote equal opportunities for ethnic minorities
- Promote a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- Fulfil all legal obligations under the relevant legislation and associated Codes of Practice
- Take any necessary positive/affirmative action, including setting goals and timetables.

Breaches of our Equal Opportunity Policy will be regarded as misconduct and could lead to disciplinary proceedings.

Implementation

The Management and Board of Streetwise has specific responsibility for the effective implementation of this policy. Each Manager and Team/Project Leader also has responsibilities and we expect all of our employees, whether core or freelance to abide by the policy and help create the equality environment that is its objective.

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees, through annual briefings for regular staff induction training for new staff and made clear to job applicants
- Project Leaders are aware of their responsibilities through appropriate training
- Appropriate training and guidance will be provided, including training on induction.

RIGHTS & RESPONSIBILITIES

Employees' Rights

Our employees have a right to work in a good and harmonious environment that is free from discrimination and harassment and to complain about such behaviour should it occur.

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter to Management. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the right of employees under the Sex Discrimination (Northern Ireland) Order 1976, the Disability Discrimination Act 1995

and the Race Relations (Northern Ireland) Order 1997 to an industrial tribunal or, under the Fair Employment (Northern Ireland) Act 1976, to a Fair Employment Tribunal.

Every effort will be made to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

(Please also refer to Disciplinary Policy & Procedure and Code of Conduct)

Employees' Responsibilities

All our employees must comply with this policy. They must treat each other with dignity and respect. They must not themselves commit any acts of unlawful discrimination or harassment against any other person, such as their co-workers, our job applicants or our customers. Such behaviour will not be permitted or condoned. Streetwise will treat it as misconduct, which may warrant dismissal from employment. All our employees should discourage discrimination and harassment by making it clear that they find such behaviour unacceptable and by supporting co-workers who suffer such treatment. Any employee who is aware of any incident of discrimination and harassment should alert a manager or supervisor to enable us to deal with it

Employer's responsibilities

We will continually make good faith efforts to implement this policy. This responsibility will be carried out by the Streetwise Project Manager who will:

- Provide all employees with a copy of this policy and explain it to them.
- Ensure that all complaints of discrimination or harassment are dealt with promptly, seriously and confidentially and in accordance with our internal grievance procedure.
- Set a good example by treating employees with fairness, dignity and respect.
- Be alert to unacceptable behaviour and will take appropriate action to stop it.
- Monitor all incidents of discrimination and harassment and review the effectiveness of this policy periodically.

Monitoring & Review

We are registered with the Equality Commission for the purposes of the *Fair Employment & Treatment (NI) Order 1998*. As such we are obliged to monitor the *community background* and *sex* of our job applicants and workforce. We are committed to complying with these duties and will set up suitable arrangements to ensure that we do so.

The provision of equality of opportunity between women and men will be monitored through the collection and analyses of statistical data on the sex, marital status and family status of all full-time and part-time employees and job applicants. We will also monitor our workforce composition and undertake periodic reviews as required by Section 31 of the Fair Employment (Northern Ireland) Act 1989.

This policy will be reviewed annually.

(This policy has been updated following a review carried out in August 2016)

This policy was approved by the Board of Streetwise CiC at

Date: 6/12/16

Signed (Chair): Dave Powell

The Board are responsible for directing the development of this policy and ensuring that it is fully implemented and reviewed.

Date of next review (no later than) September 2018