

EQUAL OPPORTUNITIES POLICY

Chrysalis Arts Development Ltd (CAD) is committed to a policy of equality of opportunity for all and aims to ensure that no potential or actual worker is treated less favourably than another because of race, ethnicity, faith, gender, sexuality, disability, age, marital status, class or economic disadvantage.

This policy is applicable to all individuals directly associated with CAD, including employed staff, members of any committees, freelance workers and any person who acts as an agent on its behalf.

CAD will actively promote equality of opportunity throughout its employment, contracting and working practices and will encourage other organisations with which it works to adhere to the same principles.

Monitoring and operation of the equal opportunities policy is the responsibility of the directors of CAD who undertake to ensure that equality of opportunity is observed throughout the company's activities.

Equal Opportunities in Employment

CAD accepts its responsibilities under its own policy statement and legislation, the Equality Act 2010, Sex Discrimination Act 1975, Race Relations Act 1976, Disabled Persons Employment Act 1958, Equal Pay Act 1970, Equal Payment Amendment Regulation 1983, Protection of Children: Home Office Circular 101/1988 and Trade Union Reform & Employment Rights Act (1993) in the promotion of equality of opportunity in its employment practices and through the activities of the organisation and its representatives.

The directors of CAD will ensure that its policy is acted upon in the following areas:

1. Recruitment

The recruitment policy will ensure that interviews are conducted according to good practice and procedure, with all candidates for work opportunities being afforded consistent treatment.

Each work package shall have a job description and personnel specification against which each candidate shall be judged.

Appointment decisions shall be made in a fair and consistent manner in accordance with the recruitment policy.

No arrangements shall be made verbally or in writing giving existing prior rights to vacant positions.

Work requirements will be reviewed to ensure that they do not discriminate directly or indirectly against any groups covered in this policy.

2. Advertising

All advertising relating to recruitment shall ensure that CAD has a clearly stated equal opportunities policy. Advertising of vacancies shall be undertaken on the widest possible basis, consistent with appointment to be made.

3. Training & Career Development

CAD will provide time and when possible and appropriate resources to ensure that all workers have the opportunity to develop their careers within the organisation and to make a full and active contribution to the work of the organisation.

All workers shall undertake to complete an annual training plan in which provision is made for individual training to enhance career development.

4. Conditions of Service

It is a condition of service that all workers and persons associated with CAD have a duty to adhere to its equal opportunities policy.

Display of materials offensive to such groups as covered within the policy is a breach of policy and failure to remove them will result in disciplinary action.

All workers are required to ensure their personal conduct does not prejudice the working environment of other workers and their public representation of the organisation does not bring it into disrepute. Acts against colleagues or members of the public, whether verbal or physical, which after investigation are found to be discriminatory, will be the subject of disciplinary action.

5. Grievance

Any worker who believes s/he has been inequitably treated should access the CAD Grievance Procedure, after first informing their project manager or if the project manager is the subject of the grievance, with any of the company directors.

Any worker who fails to comply with the equal opportunities policy may be subject to disciplinary procedure.

Any applicant for work with CAD who believes s/he has been unfairly treated during the recruitment process should write to one of the directors who will investigate the complaint.

Equal Opportunities in Action

CAD will endeavor to ensure its work appeals to and answers the needs of all sections of the community.

Owner	CAD Board
Procedure lead	Rick Faulkner
Formally endorsed by	CAD Board
Last review	Feb 2023
Next review	March 2026