

EQUALITY AND DIVERSITY POLICY

Chrysalis Arts Development Ltd (CAD) values the contributions made to the company and its work by individuals from diverse backgrounds encompassing race, ethnicity, faith, disability, age, gender, sexuality, class and economic disadvantage and social institutional barriers that prevent people from participating in and enjoying the arts.

CAD is committed to ensuring equality of opportunity throughout our work, and will work towards making equality and diversity at a personal and corporate level a reality.

CAD recognises our statutory obligations within the following legislation:

- Human Rights Act 2000
- Religion and Religious Beliefs Act 2003
- Sex Discrimination Act 1975 (including Gender Realignment 2003)
- Equal Pay Act 1970 (EP Amendment Regulation 1983)
- Age Discrimination Act 2006
- The Equality Act 2010

plus the requirements enshrined within

- the Disability Equality Duty 2005,
- the Gender Equality Duty 2006, and
- the Protection of Children: Home Office Circular 101/1988.

This policy is applicable to all individuals directly associated with CAD, including members of the Board, contracted workers, associates, and any persons who act as agents on our behalf or who represents the company.

Reviewing, monitoring and taking action in respect of this policy is the responsibility of the Board members. We will encourage all those organisations, companies and individuals with whom we work adhere to the principles enshrined in this policy.

Cultural Diversity

We will endeavour to ensure that our work appeals to and answers the needs of all sections of the community.

We will incorporate inclusive themes in our work wherever appropriate.

We will ensure that professional development opportunities, training and employment offered by CAD are available to individuals from diverse areas of the community.

We will ensure that our systems and procedures are designed to provide fairness and

equality for all, including the use of diverse media to promote and advertise our work and work/supply opportunities within the company.

We recognise that prejudice and discrimination are unacceptable and that individuals shall be treated fairly, despite their differences and preferences. We are each/all responsible for ensuring that these principles are put into effect.

Contracted Personnel

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 contracts being afforded consistent treatment.

Applications for contracts for services will be judged on the individuals' merit regardless of their background, age, beliefs, marital/family status, gender, sexual orientation or disability. Selection will be specifically related to the requirements of the task.

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

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 or individuals covered in this policy.

2. Advertising

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

3. Training & Career Development

CAD will provide resources to ensure that all contracted 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 contracted 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 contracted 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 contracted workers are required to ensure their personal conduct does not prejudice the working environment of others 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.

Any contracted worker who believes s/he has been inequitably treated should access the grievance procedure through any of the Board members.

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

Any applicant for a position with CAD who believes s/he has been unfairly treated during the recruitment process should write to the Board who will investigate the complaint.

5. Procurement

Impartiality, honesty and integrity form the basis of our procurement procedures. All potential suppliers will be treated equally during the procurement process. Appropriate and diverse media will be used to source suppliers.

6. Monitoring and Review

This policy will be reviewed annually by the Board, who will also review the results of monitoring undertaken during the year, and make decisions in respect of future actions necessary.

Monitoring will take place in respect of equality and diversity in development programmes, training courses, contracts for services applications, and voluntary involvement in projects, and internal systems and procedures.

CAD will provide data from the monitoring programmes as required by funding bodies or suppliers.

The views of all individuals directly working with CAD will be invited through regular audit, and the findings reported to the Boards.

Comparison data will be sourced to enable us to judge the impact and success of our

policies.

Guidance and training for Board members, Associates, and individuals contracted for services to CAD will be available.

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