



Norfolk
Community
Arts

EQUALITY, DIVERSITY AND INCLUSION POLICY

NORCA recognises that everyone has a contribution to make to our society and a right to equal opportunities. In accordance with the Equality Act 2010, the Company is committed to being an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all.

No job applicant or employee, freelancer, volunteer, trustee or organisation/individual to which we provide services/work in partnership with will be discriminated against by us on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation or any other grounds whether prohibited by legislation or otherwise.

This policy includes the prohibition of discrimination against an individual because he/she/they thinks or perceives (whether rightly or wrongly) or associates with someone who falls into one of the above protected characteristics.

We aim to promote equality and diversity opportunities, encourage a supportive and inclusive organisational culture and eliminate discrimination and harassment through the following: -

- Opposing all forms of unlawful and unfair discrimination
- All employees (whether part time, full time or temporary), freelancers, volunteers, trustees, and organisations/individuals to which we provide services/work in partnership with will be treated fairly and with respect.
- Any vacancies that are advertised will include a positive statement on equality, diversity and inclusion.
- Selection for employment/volunteering, training or any other benefit will be based on aptitude and ability. All selection/rejection decisions will be made available if requested.
- All employees/freelancers/volunteers will be helped and encouraged to develop their full potential, and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees/freelancers/volunteers/trustees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the NORCA's Operations Manager.

The Company is committed to:

- Creating an environment in which individual differences and the contributions of all our employees, freelancers, volunteers, and trustees are recognised and valued.

- Ensuring every employee, freelancer, volunteer, and trustee is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated,
- Training and development opportunities being available to all staff/freelancers and volunteers, and EDI addressed as a key area of our staff development plan
- Ensuring our Equality, Diversity and Inclusion Policy is adhered to and monitored and reviewed every year.

Breaches of our Equality, Diversity and Inclusion policy will be regarded as misconduct and could lead to disciplinary proceedings. If anyone considers that he/she/they is suffering from unequal treatment, i.e. bullying and/or harassment etc.) then he/she/they should refer to the Company's grievance procedure in the first instance, alternatively speak to a member of management.

The successful implementation of this policy depends on the awareness and commitment of all employees, freelancers, volunteers and trustees, hence all employees, freelancers, volunteers and trustees will be made aware of its existence and will be requested to sign up to it when joining the organisation and when new versions of this policy are written.

Reviewed: - June 2022

Next Review: - June 2023