

# Cultureword

## Equality and Diversity Policy

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### 1. Equality, Diversity and Inclusion Policy

- 1.1 Commonword Enterprises Ltd (operating as Cultureword) believes that participation in the arts can help promote equality and diversity, and contributes to wellbeing. To this end Cultureword is committed to promoting equality and eliminating discrimination in our own policies and practices and in those areas over which we have influence. This will be done within the framework of existing legislation:
- Equality Act 2010
  - Human Rights Act 1998
- 1.2 The intention of this policy is to ensure that all staff, whether part-time, full-time, temporary or volunteer, and service users, both potential and actual, are treated equally and as individuals regardless of colour, race, nationality, ethnic or national origin, religion, political belief, social or economic class, marital or parental status, gender, gender reassignment, sexual orientation, age or disability.
- 1.3 This policy covers all aspects of our work, our Management Committee and staff, as well as our policies, management, employment practices, terms and conditions of service, marketing, and all dealings with service users.
- 1.4 We are committed to making this policy effective, supporting our staff to develop a genuine understanding of equality and to achieving our vision to promote maximum opportunity to engage with, participate in and benefit from the arts.
- 1.5 This policy will be monitored and reviewed annually.
- 1.6 Commonword will continuously develop this policy to ensure it remains fit for purpose and is in line with current legislation.

### 2. Recruitment

- 2.1 We are committed to a policy of equality of opportunity in our employment practices. Throughout our recruitment and selection process we aim to promote equality of opportunity by treating all potential employees equally and as individuals regardless of colour, race, nationality, ethnic or national origin,



religion, political belief, social or economic class, marital or parental status, gender, gender reassignment, sexual orientation, age or disability.

- 2.2 Our selection criteria and procedures are reviewed regularly to ensure that individuals are selected on the basis of relevant merit and ability.

### **3. Harassment and bullying**

- 3.1 All forms of harassment and bullying are totally unacceptable and will not be tolerated by us.

- 3.2 We are committed to creating and maintaining a working environment:

- where everyone is treated with dignity and respect;
- which is conducive to the growth and development of both employees and the organisation;
- where employees who feel there is a problem can be confident and secure when raising the matter and know it will be taken seriously and dealt with objectively and sensitively.

- 3.3 Commonword's Harassment and Bullying Policy outlines how cases are dealt with.

### **4. Access to Cultureword buildings**

- 4.1 Our offices at Bridge 5 Mill, Ancoats, Manchester, have disabled access.

### **5. Complaints**

- 5.1 We are committed to providing our service users with quality services in the most effective and efficient way possible. However, we realise that, even in the best run organisations, there may be times when things go wrong and service users may not be happy with the service that they have received.

- 5.2 If this happens or a service user feels that the services provided by us are generally not up to scratch, we will do all we can to investigate and solve the problem as quickly as possible.

- 5.3 To help service users make a comment or complaint in the most effective way, and to the right person, a Complaints Policy and simple procedure have been created.



## **6. Appointment of Management Committee**

- 6.1 The role of the Management Committee is crucial to the implementation and monitoring of equal opportunities.
- 6.2 All appointments to the Management Committee adhere to our Equality Policy.

## **7. Policies**

- 7.1 We are committed to implementing policies which promote equality of access to our full range of arts events for people of all ages, abilities, cultures and communities. This will be achieved by a range of policies and strategies for the development and promotion of Cultureword's activities.
- 7.2 All of our strategies reflect the basic principles set out in this document.

