



## **Equality and Diversity Policy**

**Made with Music** is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be representative of all sections of society and our customers, and for each member of staff or volunteer to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also against unlawful discrimination of customers or the public.

### **The policy's purpose is to:**

- provide equality, fairness and respect for all
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics 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 (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

### **The organisation commits to:**

- Encourage equality and diversity in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions



of all staff and volunteers are recognised and valued. All staff should understand they, as well as the directors, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, against fellow employees, customers, suppliers and the public when working for Made with Music.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow members of staff, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Monitor the makeup of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity.

**We are committed to reviewing our policies annually.**

Date of last policy review: 24th August 2021

Signed: