



EQUALITY AND DIVERSITY POLICY 2016

1 AIMS OF THIS POLICY

Wimborne History Festival recognises and values people's differences and will assist them to use their talents to reach their full potential.

This organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Wimborne History Festival complies with its obligations under equality legislation*[appendix 1](#) and demonstrates our organisations commitment to treating people equally and fairly.

Wimborne History Festival is opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees, volunteers and potential employees/volunteers are treated fairly and with respect at all stages of their recruitment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Wimborne History Festival, such as customers, contractors or partners.
- All employees, volunteers and participants have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, volunteers and participants have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

2 SCOPE OF THIS POLICY

2:1 The policy applies to:

- Directors
- Staff
- Volunteers
- Consortium Partners
- Customers
- Participants
- Contractors
- Lecturers
- Students on work experience

This policy applies to all stages of employment including recruitment and selection, promotion and training

2:2 Direct discrimination

Is when an employee or applicant is treated less favourably than someone else because of their:

- sex
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- religion or belief
- age

and that there is no genuine occupation requirement for it.

People also must not be discriminated against because they are on a part time or fixed term contract

2:3 Indirect discrimination

This is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

2:4 Discrimination arising from disability

This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.

2:5 Associative Discrimination

This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

2:6 Perceptive Discrimination

This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

2:7 Third Party Harassment

This is where an employee is harassed by a third party who is not an employee eg volunteers or service users. The organisation becomes liable if it has happened on at least **two occasions**, that it is aware that it took place and have not taken steps to prevent it happening again.

3 POLICY STATEMENT

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our customers.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

4 RESPONSIBILITIES

Employees and volunteers including Directors of Wimborne History Festival have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Wimborne History Festival Directors.

4:1 Breaches of the Equality and Diversity Policy by employees/volunteers

Breaches of this policy by employees and volunteers may invoke the disciplinary procedure.

* [Disciplinary procedure](#)

4:2 Breaches of the Equality and Diversity Policy by volunteers (including Directors)

Your position as a volunteer may be jeopardised should you not follow this policy.

Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

5 EQUALITY AND DIVERSITY IN PRACTICE

In carrying out the policy, Wimborne History Festival will carry out the following actions:

- 1 Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- 2 Requiring entry to employment /volunteering or progression within it to be based on merit
- 3 Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
- 4 Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
- 5 Ensure that all employees and volunteers are treated equally with regard to terms and conditions of employment and or volunteering, provided they do the same or broadly similar work, or work of equal value
- 6 Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures

* [volunteer grievance procedure](#)

- 7 Ensure that all relevant requirements of the Equality Act* [reference appendix 1](#) in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities. * [inclusion and accessibility guidelines](#)

- 8 Ensure that any amendments to any legislation relating to discrimination are met and adhered to * [appendix 1](#)

6 IMPLEMENTATION OF THE POLICY

All staff, Directors, partners and volunteers will be involved in creating an equality environment and one that values diversity.

6: 1 Communication of the policy

This policy will be made available to prospective applicants: employees, contractors and volunteers via the website and through team meetings which will be used to discuss the policy and defining areas where practice could be improved

Equality and Diversity guidance to staff will be given to volunteers (including Directors)***inclusion and accessibility guidelines**

Reference to abiding by this policy will be included in staff terms and conditions/ volunteer agreements

6: 2 Working with consortium partners

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

6: 3 Customers and participants of Wimborne History Festival

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of language/ formats / fonts/ size
- Considering clear signage and whether information and signage should be available in alternative formats e.g. easy read /other languages
- Considering locations where the Wimborne History Festival is promoted /advertised i.e. Hospitals, Day Care Centres, Doctors, Tourist Information Centres, Youth Clubs, Shops
- Considering the diverse make up of our staff/ volunteers in relation to our customers
- Considering level access on approach to venues and festival site
- Considering additional parking space for wheel chair alighting at rear of car.
- Considering accessible parking spaces close to the festival entrance

- Considering shuttle service and shelter available at bus stops.
- Considering paths of travel on site, temporary outdoor flooring
- We will recognise responsibility for providing accessible activities
- Considering accessible covered seating area and accessible views of the event arena
- To provide disability access guidance for food traders to ensure consideration of food and public eating design and navigation for people using wheelchairs. ***See 6: 6: Guidance for Traders.**
- Considering provision of accessible toilets/washrooms
- Considering accessible weather shelters
- Considering free entry to festival event for Personal Assistants and welcoming Assistance dogs
- Considering on site accessibility specific PAs to provide information for hearing impaired customers
- Considering training staff and volunteers in all aspects of the festival accessibility and available features.
- Communication supports: Support options to consider - captions, sign language interpreters (BSL), audio describers for demonstrations.
- Considering adapting tasks for volunteers to suit individuals abilities

7 MONITORING THE POLICY

This policy will be monitored by Directors and Staff to judge to what extent this policy is working and identify areas for improvement.

Monitoring will relate to both directors/employees/ volunteers and to customers. Methods used will include:

For employees and volunteers, diversity data against recruitment will be captured The information will be considered by Directors at a standard management meeting. The data will be anonymised to comply with Data Protection legislation.

During the evaluation of festival visitors data capture Wimborne History Festival will collect feedback and information about accessibility of the festival and associated projects for potential users.

Methods will include questionnaires, innovative on site feedback opportunities, vox pops, video interviews, working sub group with disabilities advisors:

Key information gathered will be:

- Information of location of customers
- Information on how they heard about the Festival/ how they accessed the Festival and associated activities
- Elements of the Festival accessed/enjoyed by people

The information will be considered in relation to baseline population statistics for catchment areas and other similar Festivals i.e Chalke Valley History Festival, Wimborne Folk Festival

Wimborne History Festival will conduct a volunteer impact study which will encompass equality impact assessment this will be considered at Management meetings.

8 REPORTING OF DISCRIMINATION

8: 1 Employees who feel that they have suffered any form of discrimination should raise the issue through the following of the grievance procedure ***volunteer grievance procedure**

Customers who feel that they have suffered any form of discrimination should write directly to any member of the Board of Directors. **All complaints will be treated seriously, promptly and confidentially** Contact details and **'How to Complain'** will be clearly displayed on the Wimborne History Festival Website.

8: 2 Employees/volunteers/customers should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Wimborne History Festival we will not tolerate any harassment from third parties towards its employees/volunteers/customers and will take appropriate action to prevent it happening again.

8: 3 If a staff member volunteer or customer witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure. **All complaints will be treated seriously, promptly and confidentially**

9 REVIEW OF THIS POLICY

This policy will be reviewed every two years by the Board of Directors to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

Appendix 1

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Civil Partnership Act 2004
- Disability Discrimination Act 2005
- Equality Act 2006
- And the following regulations:
 - Sex Discrimination (Gender Reassignment) Regulations 1999
 - Race Relations Act 1976 (Amendment) Regulations 2003
 - Equal Pay Act (EPA) 1970 (Amendment) Regulations 2003
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Employment Equality (Religion or Belief) Regulations 2003
 - Employment Equality (Sex Discrimination) Regulations 2005
 - Employment Equality (Age) Regulations 2006