



EQUAL OPPORTUNITIES AND DIVERSITY POLICY

1. DECLARATION OF INTENT

- 1.1. Musical Keys is committed to taking positive action to promote equality and diversity in every respect of its work. Musical Keys will actively encourage diversity to maximise achievement, creativity and good practice and to bring benefit to the individuals and communities with which and for which it works.
- 1.2. Musical Keys encourages all people it works with and for to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued.
- 1.3. Musical Keys is an equal opportunities employer. The aim of its equal opportunities policy is to ensure that no job applicant, employee, board member, or volunteer receives less favourable treatment because of their race, colour, ethnic or national origin, religion, gender, sexual orientation, marital, pregnancy or maternal status, age, HIV antibody status, AIDS or disability, nor should they be disadvantaged by requirement, by association with anyone of the foregoing protected characteristics or by a perception of these characteristics
- 1.4. The Board shall review the content and effectiveness of the policy as may be necessary.

2. RECRUITMENT OF STAFF

- 2.1. A written job description and person specification shall be prepared in respect of every vacancy that arises and every new post that is created.
- 2.2. All jobs will be advertised through whatever channels Musical Keys may choose to utilise. Adverts will clearly state the minimum requirements for the post.
- 2.3. At both the short-listing and the appointment stage, brief notes shall be made on each application indicating clearly why the applicant has or has not been short-listed or appointed.
- 2.4. No interview, for any post shall be conducted by a panel of less than two representatives, one of which to be a member of staff relevant to the post.
- 2.5. An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. Musical Keys will take all reasonable steps to ensure that the specific needs of disabled employees are met.
- 2.6. During each interview, notes will be taken and at the end of the interview a form

completed for each candidate, assessing their response to the topics and themes raised. These will be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.

2.7 Questions on the following topics are forbidden in an interview. Any candidate who is asked these questions has the right to refuse to answer. It is the responsibility of the Board, or any other member of the panel to stop such questions being asked:

- marital, pregnancy or maternal status
- sexual orientation or gender reassignment
- occupation of partner
- number of children/domestic arrangements (it should be made clear that the organisation aims to be flexible to individual requirements)

2.8 An equal opportunity section is to be included with the application form. The equal opportunities policy and the purpose of monitoring will be clearly explained.

3. TRAINING

3.1 New staff should be made aware of training opportunities available to them, and be positively encouraged to take them up. All reasonable facilities will be offered to staff to take study leave.

4. DISCIPLINE and GRIEVANCE PROCEDURES

4.1 It will be made clear to all employees that discrimination, abuse or harassment on the grounds of race, gender, disability or sexuality whether direct or indirect, or by a perception of these characteristics- if proven - is a dismissible offence.

4.2 Victimisation will not be allowed of those claiming to have suffered discrimination or harassment, nor of their supporters, unless the complaint is found to be both untrue and maliciously made

5. THE SCOPE OF THIS POLICY

5.1 This policy applies to:

- a. all staff employed by Musical Keys irrespective of funding agent
- b. all board members of Musical Keys
- c. all volunteers
- d. all individuals attending Musical Keys' activities
- e. all aspects and functions of Musical Keys'
- f. members and affiliate organisations

6. IMPLEMENTATION

6.1 Employment procedures and practices will be undertaken in accordance with relevant legislation.

6.2 In order to implement this equal opportunities policy, Musical Keys will ensure that all members and staff involved in selection will be consistent in the interview process.

7. EQUAL OPPORTUNITY POLICY IN SERVICE DELIVERY

7.1 MUSICAL KEYS' commitment

Musical Keys is committed to ensuring equality of access to all its services. The Board will aim to ensure that no sector of the community shall be denied access or receive a poor service on the grounds of age, race, gender, disability, being a lesbian, gay man or transsexual, marital status, breast feeding requirements, ethnicity or religious belief or because of their association with anyone of these protected characteristics, or a perception that they possess these characteristics.

7.2 The Board will aim to ensure that all its services will be provided in line with this anti discrimination policy. In order to promote equality of access the executive will aim to ensure the following:

- i. that services are based on consultation with those who receive the services and positive steps are taken to include excluded groups in decision making.
- ii. that all services are flexible and responsive to the changing needs in the community.
- iii. that information on services is widely available and where necessary targeted to ensure maximum awareness of provisions.
- iv. that systems are developed to audit and monitor service delivery and consumer satisfaction.
- v. that an accessible complaints procedure will be developed to ensure against discrimination in service allocation and delivery.
- vi. that in advertising and publicity Musical Keys will be presented as an organisation committed to promoting equality of access to employment and services.
- vii. that all staff act without discrimination in their treatment of colleagues and service users.

7.3 Any cases of discrimination by staff members, direct or indirect, must be brought to the attention of the C.E.O and in the case of the C.E.O., the Chair, who will attempt to resolve the situation by advising of appropriate behaviour. If this does not resolve the issue, this may result in the organisation's disciplinary procedure being implemented.

8. PHYSICAL ACCESS

8.1 Musical Keys' office base is currently at Martineau Memorial Hall, 21 Colegate, Norwich and currently complies with the Disability Discrimination Act.

8.2 Musical Keys will ensure that any relevant access issues are addressed and resolved when the organisation is working away from its office base.

9. RESPONSIBILITY

9.1 The C.E.O. is responsible for the overall implementation of the equal opportunities policy.

9.2 All staff have a duty to implement Musical Keys' equal opportunities and diversity policies.

This policy will be reviewed every three years.