

EQUALITY POLICY

Last reviewed: November 2018



STATEMENT

The SoA is committed to championing equality and inclusivity, promoting diversity and eliminating unlawful discrimination across all our activities. We do this through our day-to-day work and in our dealings with colleagues, members and visitors. We treat people with respect and dignity and to ensure that our behaviour is appropriate. We don't discriminate against colleagues, members or visitors, and if we have any concerns, we raise these following our Grievance Procedure.

EMPLOYEES

Our aim is to have an inclusive workforce where each employee feels respected and able to give of their best. All employees, whether part-time, full-time or temporary, will be treated fairly. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability alone. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully-utilised.

No employee or job applicant will receive less favourable facilities or treatment in recruitment or employment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (protected characteristics as defined under the Equality Act 2010).

The SoA will do its best for disabled employees and will:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours;
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Employees have a right to pursue a complaint concerning discrimination or victimisation via the SoA Grievance Procedure.

MONITORING AND REVIEW

We will monitor our selection of employees to ensure our selection procedures encourage diversity and inclusivity. This will involve the routine collection and analysis of information on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This information will be treated as confidential and will not be used for any other purpose.

If monitoring shows that the SoA workforce is not representative, we will create an action plan to remedy this, including a review of selection procedures, policies and practices, and consideration of taking legal Positive Action.

CONTRIBUTORS, JUDGES AND SPEAKERS

While it may not be possible to make every panel discussion or judging team fully representative, we commit to an overall diversity in the selection of contributors, judges and speakers.

We are aware that our behaviour should be appropriate and that we treat people with respect and dignity. We do not discriminate against contributors, judges and speakers and we raise all concerns immediately using our grievance procedure. We are aware that we all share responsibility for creating a diverse and inclusive culture, and ensuring that there is no unlawful discrimination in SoA activities.

We aim to avoid organising events that fall on religious holidays and we aim to be aware and respectful of religious customs and practices at events.

EQUALITY POLICY

Last reviewed: November 2018



COMMUNICATION

All staff are informed of this Equality Policy and Procedures, which form part of the staff induction. Employees sign up to all organisational policies and procedures contained in the Staff Handbook.

TRAINING

Training will be provided for those employees who have a specific responsibility for implementing this Policy and Procedures.

CONFIDENTIALITY

In order to assess the effectiveness of this Policy, statistics will be maintained in respect of diversity. Strict confidentiality will be maintained and the monitoring process will comply with the Data Protection Act 2018 and GDPR. The effectiveness of this policy and associated procedures will be reviewed periodically to ensure confidentiality.