

**WEST SUSSEX GUITAR CLUB
EQUAL OPPORTUNITIES POLICY**

FEBRUARY 2015

1 Equal opportunities statement

1.1 The West Sussex Guitar Club" ("the Club") is a registered Charity, Charity number: 1158199, which operates from 44-46 Sudley Road, Bognor Regis, West Sussex, PO21 1ER. The Club is committed to promoting equal opportunities. You and any job applicants or employees will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("**Protected Characteristics**").

2. About this policy

2.1 This policy sets out the Club's approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of the Club including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

2.2 The Trustees for the time being of the Club are jointly responsible for this policy and any necessary training on equal opportunities. The names and addresses of the Trustees at this date hereof are listed at paragraph 8 hereof.

3. Discrimination

3.1 You must not unlawfully discriminate against or harass other people including current and former members, visitors, guests or suppliers. This applies in the Club, outside the Club and on Club related trips or events including social events.

3.2 The following terms of discrimination are prohibited under this policy and are unlawful:-

- (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant or participant in Club activities because of their religious views or because they might be gay.
- (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Anti-Bullying Policy.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Recruitment and selection

- 4.1 Recruitment, promotion and other selection exercises such, as redundancy selection, will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 4.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5 Disabilities

- 5.1 The Club will:-
- (a) adopt the disability policy
 - (b) strive to ensure that the access to, structure of and facilities within the premises used by the Club are in line with the requirements of the Equality Act 2010 by keeping the owners of the premises informed of their need to comply with the aforementioned Act.
 - (c) provide auxiliary aids or services, where reasonable, to enable the better use of the Club's facilities by Disabled people in line with the Equality Act 2010.
 - (d) ensure all committee members are fully aware of the Club's disability policy, its requirements and implications and that it is unlawful to discriminate against Disabled people.
 - (e) encapsulate within the Club's constitution the statement that any acts of discrimination by an employee and/or member of the Club will be subject to disciplinary rules and procedures.
 - (f) ensure that the wealth of experience of Disabled people is drawn upon by consultation and that due consideration is given to any suggestions so provided as to improving the delivery of the 's services to Disabled people.
 - (g) develop a customer complaints procedure which is easy to use for Disabled people.
 - (h) review the effectiveness of the implementation of the Club's disability policy to comply with the requirements of the Equality Act 2010.

6 Part-time and fixed-term work

- 6.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

7 Breaches of this policy

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in the transgressor being excluded from the Club permanently or for such period as is decided upon by the Trustees by a majority of the Trustees.

- 7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or our Anti-harassment and Anti-Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.
- 7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

8. The Trustees at the date hereof are:-

Alexander Levtov of 16 Lyon Street, Bognor Regis, West Sussex

Barry Boxall of 16 Mason Way, Codmore Hill, Pulborough, West Sussex RH21 1DZ

Debbie Burford of 24 Parklands Avenue, Bognor Regis, West Sussex PO21 2BA

Dated February 2015

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