



The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS) is a SCIO registered in Scotland: SC049113

EQUALITIES AND DIVERSITY POLICY

Adopted: 22.09.2023

CHARTS is committed to establishing a culture of equal opportunities and inclusion for all; members, project participants and audiences, workers, prospective workers, senior staff and trustees, and opposes all forms of unlawful or unfair discrimination. The aim is for our workforce to be truly representative of all sections of society and companies we collaborate with, and for each employee to feel respected and able to give their best.

CHARTS in all work including providing services is committed against unlawful discrimination of customers or the public. Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, development and programming are based solely on objective criteria. CHARTS will treat all persons according to the gender in which they identify.

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, including commissioning of self-employed project staff, whether temporary, part-time or full-time.
- 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 and sexual orientation; and
- Oppose and avoid all forms of unlawful discrimination. This includes 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.

CHARTS commits to:

- Encourage equality, diversity and inclusion 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 are recognised and valued. This commitment includes training senior staff and project managers and all other employees about their rights and responsibilities

under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff and project workers should understand they, as well as their employer/ commissioner, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance, and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Endeavor to create opportunities for training, development, and progress available to 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. Trustees and staff will undertake access and equalities training as appropriate, to increase understanding of the CHARTS workforce, membership and their needs; ensure communication barriers to accessing services and facilities are reduced; ensure physical barriers to accessing services and facilities are reduced; assist in the monitoring and evaluation of our work on delivering commitments to promoting equality and access for our members, participating communities and our workforce
- 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 make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy is working in practice, reviewing them annually, and considering and taking action to address any issues.

CHARTS commitment to anti-racism. Staff members and project workers will be supported to:

- Continue to condemn any racist attitudes or behaviour they are party to, and actively work on improving their skills to articulate this more confidently / constructively;
- Continue to listen, learn and set actions that positively contribute to anti-racism in CHARTS practice;

- Consider responsibilities to safeguard project leaders/participants from hyper visibility before embarking on a campaign or event; ensure staff and project workers are always equipped to advocate for and really listen to members / colleagues / industry peers;
- Provide ample time for approvals, sign off, discussions and planning to take place, to ensure speaking about and representing members is exactly how they want;
- Ensure staff don't cut any corners or make assumptions that could be dangerous in a bid to garner publicity i.e prioritise care and time above everything else; and
- Speak up and insist on this way of working when challenged or criticised.

STATEMENT OF INTENT:

CHARTS strives to take an equitable approach to all aspects of the delivery and the development of the organisation. The organisation will endeavour to take account of the complexity of difference, widen access and wherever possible provide an equal experience for contractors, members, stakeholders and visitors. In addition, we seek to engage those who have previously felt excluded from culture, art and heritage.

We will consult with and involve our Steering Group, other members, communities and partner organisations, to encourage participation in our decision and planning processes.

We aim to help identify improvements in the quality of services we deliver and recognise that the arts and heritage are both manifestations of culture as well as the means of communication of cultural and historical knowledge. We will encourage debate; foster an environment where questions can be asked and voices heard.

CHARTS will actively seek professional advice to ensure that we are engaging with equalities in every aspect of our work. In supporting our members, we will consider the importance of referencing specialists and seeking advice from practitioners, arts and heritage organisations who have expertise with specific target groups. CHARTS will work with these experts and with the target groups themselves to consider how best to widen accessibility.

CHARTS recognises the importance of developing programmes of events and projects that widen access to all. The Gaelic language is of particular importance and CHARTS strives to include the language whenever possible.

Awarding Contracts; Professional, Voluntary and Educational Work Opportunities We will strive to be a good employer and commissioning body.

CHARTS demonstrates fairness within systems and processes for uptake of opportunities and award of contracts. The organisation observes the following procedures and all opportunities will be publically advertised:

- Recruitment and provision of service opportunities will be advertised on the CHARTS website
- Opportunities will be advertised on relevant culture, arts and heritage, national online portals, as appropriate.
- All opportunity notices will be publically advertised for at least 10 days
- Recruitment panels will constitute at least one member of the board, one member of the organisation and one senior staff.
- Where partner agencies are involved, their inclusion in selection processes will be invited.
- For the avoidance of doubt towards majority decision; an odd number of people will constitute any selection panel
- All parties responding to CHARTS opportunities will receive a response • Feedback to unsuccessful applicants with interest in professional, other opportunity, will be provided on request
- Service Standards
- CHARTS is committed to meeting legal obligations in respect of Access and Equality laws when buying goods or services.

This equality, diversity and inclusion policy was drawn from CHARTS Equalities and Diversity Policy (2019), Culture Collective resources via the amended from ACAS template by Storytelling PR Ltd (2023).

Details of CHARTS grievance and disciplinary policies and procedures can be found in CHARTS contracts which also include 'working with us' guidance for roles at CHARTS. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CHARTS Board	22.09.23

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