



**SOUTH
NORWOOD
&
THORNTON
HEATH**

**SOUTH NORWOOD AND THORNTON HEATH
FREE FILM FESTIVAL**

EQUALITIES POLICY

October 2014

South Norwood and Thornton Heath Free Film Festival (SNATH FFF) Equalities Policy

SNATH FFF is committed to implementing and promoting equal opportunities in its activities, services and practice. It realises that discrimination exists in society (whether protected by law or not), and believes that this prevents potential and ability from being realised in young people and others.

COMMITTEE

SNATH FFF will aim to ensure that the Management Committee of the organisation is representative of the community and users which it serves. The Management Committee will be responsible for ensuring that the equal opportunities policy is properly implemented, monitored and reviewed. The members of the Management Committee will aim to undertake equal opportunities training.

STAFFING/VOLUNTEERING

SNATH FFF will ensure that no job applicant, employee or volunteer receives less favourable status, political belief, religion, gender or sexual orientation.

SNATH FFF is committed to undertaking open recruitment and selection procedures and wherever possible all vacancies will be advertised and fair and equitable shortlisting and interview processes will be followed.

Employees of SNATH FFF and Volunteers working with the organisation will be informed of the equal opportunities policy and receive training on equal opportunities issues as appropriate.

SNATH FFF will also ensure that the changing and developing needs of staff and volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

SNATH FFF operates disciplinary, grievance or complaints procedures which all staff will be appraised of. Behaviour or actions against the spirit and /or letter of the equal opportunity laws, on which this policy is based, will be considered serious disciplinary matters.

PUBLIC AND SERVICE USERS

SNATH FFF aims to make its services accessible to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential audience, participants members and users from having equal access to the organisation's activities. This will include:

- ensuring that activities take place in venues and premises which are accessible to disabled people,
- providing facilities for disabled people to enable them to participate fully in activities e.g. induction loop, interpreters,
- ensuring that the design of publicity material takes account of the needs of disabled people both in terms of print, format, information on access;
- encouraging and enabling people from underrepresented groups to attend and participate.

SNATH FFF will not tolerate discrimination on the basis of:

- Race
- Colour
- Gender

- Sexual orientation or identity
- Ethnic or national origin
- Disability
- Partnership status or home responsibility
- HIV or AIDS status
- Age
- Political or religious belief
- Trade union activity
- Socio-economic background
- Refugee or asylum seeker status

As a provider of a service to the community, SNATH FFF accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

SNATH FFF recognises that some users of its services may, because of their past or present distress or illness, say or do things which would otherwise be unacceptable and incompatible with SNATH FFF Equal Opportunities Policy. SNATH FFF will do all it can to challenge such behaviour. In cases where intervention is possible a gentle approach will be adopted which aims to alter attitudes and behaviour while maintaining support for the distressed client.

SNATH FFF reserves the right to open its membership to any organisation who supports our aims and objectives. However, it will exclude from membership those organisations that actively work against the development of an equal opportunities policy over time, despite encouragement from SNATH FFF.

SNATH FFF realises that a genuine commitment to equal opportunities must operate on all levels:

- SNATH FFF will prevent unfavourable treatment, directly or indirectly, upon individuals from any group facing discrimination in its recruitment and deployment of human resources. Where discrimination does occur, it will be dealt with through the agreed procedures. This will be achieved by following the SNATH FFF Equal Opportunities Policy.
- SNATH FFF will seek to prevent discrimination and ensure equal representation in the services it provides, the structures that it facilitates and the practice through which it carries out its work. This involves the development of greater diversity in the management committee, networks and membership, to ensure a genuinely wide representation.

Responsibility

1.1. The committee of SNATH FFF has overall responsibility for the effective operation of this policy. However, all volunteers and service users have a duty as part of their involvement with SNATH FFF to do everything they can to ensure that the policy works in practice. Those responsible for recruiting volunteers to work in SNATH FFF projects are responsible for ensuring that they are aware of SNATH FFF Opportunities Policy and adhere to it while working as SNATH FFF volunteers.

1.2. SNATH FFF will bring to the attention of all volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

- 1.3. If any service user or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with the committee.
- 1.4. All instances or complaints of discriminatory behaviour will be treated seriously.
- 1.5. Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

Disabled Access

- 1.6. SNATH FFF will endeavour to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.

Use of Language

- 1.7. Volunteers and service users should avoid and challenge the use of language which, in any way, belittles anyone
- 1.8. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.
- 1.9. All materials used or developed by SNATH FFF will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

Sexual Harassment

- 1.10. No volunteer or service user should be subject to sexual harassment.
- 1.11. This is interpreted as unwanted behaviour of a sexual nature including:
 - verbal sexual abuse
 - physical contact
 - repeated remarks which an individual finds offensive
- 1.12. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user or volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

Legislation

Service users, volunteers and members who believe they may have been unfairly treated at a SNATH FFF event should inform a Committee member whereupon the matter will be looked into. Complaints against Committee members or volunteers will also be investigated.

In addition to these internal procedures, volunteers, members and service users have the right to pursue complaints of discrimination in relation to goods, facilities and services under the following anti-discrimination legislation and any subsequent new legislation or amendments:

- Equality Act 2010

The characteristics that are protected by the Equality Act 2010 are

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

All complaints of discrimination will be dealt with confidentially and promptly. This equal opportunities policy will be implemented across all aspects of the organisation's work:

- the appointment of members to its Management Committee;
- the appointment of staff, volunteers, their conditions of service and employment procedures;
- all dealings with the public and service users.

Monitoring and Review

The Policy will be constantly reviewed by the management committee to ensure that no Member of the group is put to a disadvantage either, directly or indirectly. This monitoring will apply to the practices of staff and volunteers, the member organisation, the composition of the Committees and the provision of services.

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this Policy.

The committee of SNATH FFF will review this policy every 3 years.

Adopted on: 16 October 2014

Review Date: 16 October 2015