



# CORE Creative Education CIC

## EQUAL OPPORTUNITIES Policy & Procedure

*Explore - Create - Learn – Grow*

### **Introduction**

It is the policy of CORE Creative Education to promote Equality of Opportunity with the primary aim of providing equality for all and preventing any form of discrimination and take all reasonable steps to ensure that all participants in the activities of CORE will be subject to the contents of this policy.

### **Policy Statement**

CORE Creative Education is committed to creating an inclusive environment to maximise the potential of all employees, students and volunteers. CORE Creative Education recognises that everyone has a contribution to make to society and a right to equal opportunity.

CORE Creative Education will not tolerate discrimination, harassment, bullying or victimisation of employees, students and volunteers. In compliance with the Equality Act 2010 (updated October 2016), which makes it unlawful to discriminate directly or indirectly in recruitment or employment, no employee, participant or volunteer or organisation/individual to which CORE Creative Education provides services will be discriminated against on the grounds of:

- Age
- Disability
- Gender (or sex)
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Pregnancy and maternity

### **Principles**

The key principles of this policy are to:

- Provide equality for all
- Promote and inclusive culture
- Respect and value the differences of everyone
- Prevent discrimination, harassment and victimisation
- Promote and foster good relations across the workforce, with participants, volunteers and other partners.



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### **Equal Opportunities Policy Procedures**

To create an environment in which individual differences and the contributions of all students, staff and volunteers and beneficiaries are recognised and valued. All staff (whether part-time, full-time or temporary), volunteers, students and beneficiaries will be treated fairly and with respect.

- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment/volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. Training, development and progression opportunities are available to all employees and volunteers.
- All selection/rejection decisions will be recorded.
- All staff, students and volunteers will be helped and encouraged to develop their full potential and the talents and resources of individuals will be utilised to maximise the effectiveness of CORE Creative Education activities.
- All staff, students and volunteers and beneficiary are entitled to be part of an environment that promotes dignity and respect to all.
- No form of intimidation, bullying or harassment will be tolerated.
- All employees, participants and volunteers have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to Alasdair or Rachelle Green.

Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

The successful implementation of this policy depends on the awareness and commitment of all employees, participants and volunteers and members of the Board of Trustees of CORE Creative Education. Therefore, all new employees, participants and volunteers will be made aware of its existence and reminded of the principles and practice contained herein.

Signed: *Rachelle Green* (Director)

Name: Rachelle Green:

Date 1/1/2020

This policy will be reviewed annually, or as and when there are any changes in the law, procedures