



Equal Opportunities Policy

The National Youth Jazz Collective's commitment to equality is founded on the belief that art and society are enriched by the meeting of many cultures.

Culture may be derived from ethnicity, colour, language, philosophy, faith, passion, disability, class, age group, gender, country of birth or family, sexual orientation and, increasingly, a combination of these factors. Culture binds individuals into groups and groups into communities; it provides a sense of identity, provides a means of building tolerance, trust and understanding, regenerates communities, enriches and transforms lives.

Widening and extending opportunities to engage in high quality jazz activity is at the core of NYJC's ethos. NYJC is committed to treating staff, artists, participants and partners fairly and with dignity, and is proactive about developing a work culture that is people-centred. This Equal Opportunities Policy has been developed with that aim at its heart.

All employees, tutors, volunteers and participants are required to abide by the principles set out in this policy.

Definitions

For the purposes of this document, the following terms apply:

Senior management is defined as the directors, officers and senior managers of the company.

Discrimination is defined as the direct or indirect unequal or differential treatment that can lead to one person being treated more or less favourably than others would be in similar circumstances on the grounds of age, colour, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation. It can be intentional or unintentional.

Harassment/Bullying is defined as unwanted behaviour, generally persistent, which the

recipient finds intimidating, upsetting, embarrassing, humiliating or offensive. It can be physical or verbal, directed at a group or individual. In many cases it is based on race, sex or disability.

General statement of policy

National Youth Jazz Collective (NYJC) is committed to a policy of equal opportunities in all of its areas of operation including employment, commissioning, programming and education.

The organisation is an inclusive working environment that welcomes everyone regardless of race, colour, ability, religion, language, age or background

All those who work for or with NYJC or for whom NYJC provides services will be treated fairly and not discriminated against on any of the above grounds.

Any person who believes he/she has suffered as a result of discrimination or other breach of this policy should raise the matter with the Artistic Director and Chief Executive or to the Board via the Chairman.

NYJC aims to create a supportive learning environment that values everyone for their unique qualities. In realising this aim it is an essential condition of this policy that all directors, staff, sessional and freelance workers should:

- Not discriminate against any person on the grounds of race, origin, physical appearance, gender, marital status, class, religious belief, disability, sexuality, age or responsibility for dependents
- Co-operate with all resolutions endorsed by the Board concerning Equal Opportunities.
- Not abuse or intimidate employees or participants on the grounds of race, origin, physical appearance, gender, marital status, class, religious belief, disability, sexuality, age or responsibility for dependents.
- Not victimise individuals because they have exposed action or policies which constitute acts of discrimination or harassment.

National Youth Jazz Collective will

- Continually work to identify and remove any unfair and discriminatory practices in relation to the organisation's personnel or its work;

- Provide services that do not discriminate upon third parties in relation to the way they access the organisation's services
- Ensure that assessment, development, promotion, recruitment, redundancy and service provision are determined on the basis of capability, experience, productivity, qualifications and skills.

Responsibilities and implementation

National Youth Jazz Collective is a company limited by guarantee and a registered charity. The overall and final responsibility for the implementation of this policy is that of the company's Board of Directors, who are also Trustees of the charity.

Day-to-day responsibility for ensuring the policy is followed at our offices is delegated to the Artistic Director and Chief Executive.

At National Youth Jazz Collective events, responsibility for ensuring this policy lies with the Project Manager assigned to that event.

The company will communicate this policy to employees, job applicants and relevant others.

It is the responsibility of all National Youth Jazz Collective employees/contract workers to act with due regard to the requirements of the law, and of this Policy, in relation to Equal Opportunities, both in the company's offices and at its events. Any breaches of this policy which may come to their notice must be reported to the Artistic Director and Chief Executive, or the Board through the Chairman.

All employees and contract workers must co-operate with managers in the implementation of this policy.

Individual employees can be held liable for discriminatory practice by an employment tribunal. This can also result in them being responsible for the payment of compensation.

National Youth Jazz Collective will, where possible, ensure that all sub-contractors and other agents act in accordance with this policy, but accepts no responsibility for their actions in regard to this policy.

Specific arrangements

Disability

In order to give disabled persons as much access to services as those who are not

disabled, and in order to ensure they have equal opportunities for employment, training and promotion, reasonable adjustments will be made in the following areas:

- premises;
- the employee's duties;
- the employee's role;
- the employee's working location;
- availability and flexibility of time off work for medical treatment or rehabilitation;
- training, mentoring and development; and
- availability of suitable equipment and training.

All NYJC's events and workshops will be held in welcoming, friendly and accessible venues. All participants will be asked what adjustments can be made to support any access needs.

Board Representation

NYJC acknowledges that some of the groups discriminated against on the grounds of the issues above have been under-represented on the Board of Trustees.

NYJC will continue to recruit members of its Board of Trustees from all sections of the community with relevant skills and interests in the various areas of the organisation's activities. All board members will be made aware of this Equal Opportunities Policy and their responsibilities to upholding and developing it.

Marketing and Publicity

NYJC aims to attract culturally diverse participants to its activities, workshops and Summer School.

NYJC will ensure that all marketing materials show a broad range of culturally diverse participants and staff. Marketing documents will be checked to ensure that the wording contains no in-built prejudice.

NYJC's Summer School bursary scheme will be widely advertised to ensure that participants can access NYJC's services regardless of financial background.

Monitoring

NYJC will undertake diversity monitoring on all projects to track progress in attracting participants from a broad cultural spectrum.

National Youth Jazz Collective undertakes to monitor and review this policy and its implementation and to assess its effectiveness at regular intervals. Reports on the results of this policy should be made to Board meeting. The policy will be reviewed by the Board on an annual basis.

Harassment

NYJC will not tolerate any form of harassment or bullying on the grounds of race, origin, physical appearance, gender, marital status, class, religious belief, disability, sexuality, age or responsibility for dependents

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer harassment or bullying.

Harassment is a discriminatory act and is also a criminal offence.

It is very difficult to define harassment as it can take many forms, but in the main it takes the form of unwanted behaviour by one employee to another, for example:

- patronising or belittling comments.
- comments about appearance/body/clothes
- leering or staring at a person's body
- unwelcome sexual invitations or pressure
- promises or threats, concerning employment or conditions, in exchange for sexual favours
- display of offensive or sexually explicit material
- touching, caressing, hugging, indecent assault

Please remember the test is that the behaviour is UNWELCOME, UNINVITED AND UNRECIPROCATED.

Bullying

Bullying is also difficult to define. Obvious examples are:

- threats of or actual physical violence
- unpleasant or over repeated jokes about a person
- unfair or impractical work loading

Since most of NYJC's activities are aimed at students of school age, where bullying is a frequent problem, it is intended that all tutors and others working with or for NYJC be made aware of the issue of bullying and harassment, how it manifests itself, and strategies for dealing with it.

NYJC's Child Protection and Safeguarding Policy lists definitions of bullying and reporting procedures and should be read in conjunction with this equal opportunities policy.

NYJC has developed a Code of Conduct for both tutors and participants, which references bullying, acceptable behaviour and reporting procedures. This code of conduct will be given to all tutors and participants working on NYJC projects.

Complaints of Bullying are serious and will be dealt with speedily and reported to the Artistic Director and Chief Executive or to the Board. Project Managers are specifically asked to monitor events for signs of bullying and to ensure that tutors and support workers are properly informed.

Review

This policy is reviewed and updated on an annual basis. The dates of the most recent review is 9th December 2011.

Signed by Martin Joseph Kemp, Chairman, on behalf of National Youth Jazz Collective:

_____ Date _____