



Equality and diversity policy

Twin Wave CIC

Equality and diversity policy

Introduction and aims of the policy

Twin Wave CIC provides the following activities:

- Creative therapies consisting of music workshops, sound therapies, creative writing and music technology

This Policy will operate within the ethos and principles of Twin Wave CIC to promote equality of opportunity and anti-discriminatory practice towards all persons (freelance staff, students, volunteers including trustees and service users).

Twin Wave CIC recognises and values people's differences and will assist them to use their talents to reach their full potential.

Equal Opportunities are implicit in Twin Wave CIC's policy of promoting and encouraging all aspects of music, creative arts and therapies. The nature of Twin Wave CIC's work implies the removal of barriers that divide people whether they are artistic barriers or those concerned with a person's background, status, birthright or culture.

Twin Wave CIC will endeavour to make decisions based upon what a person can offer in terms of skill, enthusiasm, experience and capability to carry out the work, irrespective of race, gender, age, domestic circumstances, accent, colour, sexual orientation, religion, political affiliation, or disability.

Twin Wave CIC will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. This policy is designed to ensure that Twin Wave CIC complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Twin Wave CIC is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics as in the Equalities Act 2010).

Using fair and objective employment practices, the organisation aims to ensure that

- all employees and potential employees are treated fairly and with respect at all stages of their employment



Equality and diversity policy

- all employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Twin Wave CIC, such as customers or clients
- all employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- all employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the policy

The policy applies to:

- Freelance staff
- Students on work experience or placements
- Volunteers including trustees
- Service users

The policy applies to all stages of employment including recruitment and selection, promotion and training.

Responsibilities

It is the responsibility of Paul Midgley (Director of Twin Wave CIC) to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with all Directors of Twin Wave CIC.

All people named in the scope of the policy of Twin Wave CIC have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Implementation of the policy

All people named in the scope of the policy will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to job applicants and employees / volunteers through various medium including online or printed documents, email or audio.



Equality and diversity policy

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by: requesting and reviewing a copy of their Equality and Diversity Policy and ask what actions they take to implement their policy.

Users of our service

We will make our services accessible by: All of our activities have been developed for easy access (e.g. our brainwave gadget that turns anyone's brainwaves into audio soundtracks or our Beats Per Minute activity that enables anyone with a heart to take part, N.B Capturing of Biofeedback data is also covered under our GDPR Policy).

In carrying out the policy, the organisation will carry out the following actions:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures.
- Requiring entry to employment /volunteering or progression within it to be based on merit.
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers.
- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role.
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value.
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures.
- Develop accessible forms of two way communication to enable equality.

This Policy will operate within the ethos and principles of Twin Wave CIC to promote equality of opportunity and anti-discriminatory practice towards all persons (freelance staff, students, volunteers including trustees and service users).

Reporting discrimination/potential discrimination

Any persons who feel that they have suffered any form of discrimination should raise the issue through the following means: Report to Paul Midgley (Director of Twin Wave CIC) email paul@twinwave.co.uk / Mobile 07932 448627

Freelance staff, students, volunteers or service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Twin Wave CIC. Twin Wave CIC will not tolerate any harassment from third parties towards its freelance staff, students, volunteers or service users and will take appropriate action to prevent it happening again.



Equality and diversity policy

If any freelance staff, students, volunteers or service users witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them they should also use this procedure.

Monitoring and review

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to freelance staff, students, volunteers or service users and methods used will include capturing and reviewing information about accessibility of our services.

- Information of age, gender, ethnicity, postcode of all persons (freelance staff, students, volunteers including trustees and service users).
- Information on how they heard of your service/ accessed your service.
- Elements of the service used by people (i.e. Specific measures for each activity).

All data will be anonymised to comply with Data Protection legislation and GDPR Regulations.

This policy will be reviewed every year by all Directors of Twin Wave CIC to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Review of this policy

Twin Wave CIC is committed to reviewing our policy and good practice annually.

This policy was last review on 15/11/2018

Date of next review 15/11/2019



15th November 2018

.....
Signature

.....
Date

Paul Midgley