



# Equal Opportunities Policy

**This policy applies to all Cambridge Curiosity and Imagination (CCI) staff**

For the purpose of this policy, the term 'staff' will be used to describe anybody working on behalf of CCI, in either a paid or an unpaid capacity.

This includes:

- permanent staff
- temporary/freelance staff
- event assistants
- volunteers
- trustees
- anybody working on behalf of CCI

[www.cambridgecandi.org.uk](http://www.cambridgecandi.org.uk)

**Neil Parker (Office Manager)**

20 Hurst Park Avenue, Cambridge CB4 2AE

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## **Mission statement**

*CCI is a collective of creative practitioners and thinkers that exists to foster the growth of individual and collective creativity through meaningful engagement and collaborative practice. We are committed to working in ways that are inclusive, democratic, enquiring, rigorous and open-ended.*

We therefore address issues of diversity, social inclusion and equal opportunities as part of mission statement. We emphasise the importance of the accessibility to, appropriateness of and engagement with our projects, events and activities, and in staffing and recruitment.

Our understanding is that 'equal opportunities' in practice entails valuing people's individual lived experiences regardless of race, ethnic or national origins, gender, marital status, sexual orientation, age, disability, religious or political beliefs or socio-economic status.

We actively support diversity by providing the means for these individual voices to be expressed to an equal degree of visibility, achievement and personal fulfilment.

## **Policy**

CCI's policy is directed towards the interests of those it works with on its collaborative, community based or group projects and events. These include our project partner organisations, individual artists collaborating with us, contracted workers involved in running our projects, and participants in those projects including any other member of the public who makes an intentional creative contribution within a structured framework.

We are committed:

- To promoting equal opportunity for all;
- To ensuring that no individual, organisation or employee receives less favourable treatment on the grounds of: religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, gender (including gender reassignment), marital or civil partnership status, having or not having dependants, sexual orientation, age;
- To providing a working environment where our staff, partners and participants are treated with dignity and respect, valued for who they are and the contribution they make to projects and the organisation.

We communicate this policy to all staff, partners and participants by ensuring that it is reflected in all our procedures, projects and actions and by making it available on our website.

## **Implementation**

All CCI members and contractors are individually and collectively responsible for ensuring that they and the company implement this policy, within the framework of CCI's structure.

Effective monitoring and evaluation systems will be in place at to ensure that the policy is implemented. These are regularly reviewed at Board meetings.

Neil Parker is designated as having responsibility for co-ordinating this policy and monitoring it. It is his responsibility to act on information given to him and he is referred to in this policy as the 'designated officer'.

## **Recruitment**

Everyone who works with us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We welcome expressions of interest in working with CCI

When recruiting new artists we will

- be open and transparent;
- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission;
- not discriminate unlawfully against any person;
- select the best person for the job in terms of qualifications and abilities.

## **Discrimination and Harassment**

Our interface with discrimination and harassment issues will normally occur around our provision of our services, specifically when we are hosting or conducting collaborative arts projects, workshops, events and competitions, whether involving selected groups of participants or members of the general public.

Harassment occurs when another person's behaviour causes discomfort or humiliation to the recipient, interferes with their legitimate activity, or creates a threatening, hostile or intimidating environment for their work, study or social life. Discrimination or harassment by any member of CCI will be regarded as misconduct and dealt with through the appropriate disciplinary procedures.

Sexual harassment can be physical or verbal.

- Physical - Ranges from touching or patting to indecent assault or rape.
- Verbal - Ranges from sexually suggestive remarks or compromising invitations to aggressively foul language, unwanted demands for sex, or displays of pornographic or degrading pictures or objects in the environment, including computer screens.

Racial harassment includes:

- derogatory name calling
- insults and racist jokes
- racist graffiti, objects or pictures in the environment
- threats and verbal abuse
- hate speech
- ridicule or comments implying that a person's race impairs her/his ability, worth or value
- physical assault and unwelcome physical contact.

Bullying includes any vindictive, cruel, malicious or humiliating treatment or behaviour such as:

- picking on people unfairly
- making unfounded criticisms
- isolation or non-cooperation
- aggressive behaviour or conduct, physical or verbal.

### **Procedures for incidents outside of CCI:**

CCI normally works with partnership organisations who are responsible for recruiting the participants for our activities. These participants are often from disadvantaged, excluded or vulnerable groups. The partner organisations will normally hold information such as emergency contact details for each individual. This makes it essential that strong links are maintained so that reports of discrimination or harassment are fed back to the partner organisation as soon as possible. Contact numbers of the appropriate key workers must be kept available at all times so that they can provide advice on particular individuals, and take action if a situation arises.

If a complaint is made to any member of staff or volunteer this is the agreed procedure to follow:

- Everything that has been said by the complainant or been observed by the member of staff/volunteer will be recorded. The completed records will be kept confidential within a secure location.
- We will ensure that the information is as factual as possible and does not contain assumptions or personal comments.
- We will record the dates and times when these events/situations have happened, taking care not to interpret their meaning and recording only what was observed or reported.
- If there has been an explanation given to a member of staff for injuries or behaviour, we will ensure that it is included.
- Members of staff will immediately discuss the contents of the record, in the first instance, with the designated officer. The designated officer will then consult with the appropriate partner organisation.

### **Procedures for incidents inside of CCI:**

In all cases, complaints should be made to the designated officer for implementing the Equal Opportunities Policy. The designated officer to whom the complaint has been made will advise the alleged harasser that a formal complaint has been made. Separate investigatory meetings will be held with both the complainant and the alleged harasser, accompanied by a representative if desired. The purpose of these meetings will be to discuss the problem and arrive at a resolution. If the designated officer considers it appropriate, or if the problem is not resolved at this stage, a report of the complaint will be submitted in writing at the soonest possible time to the CCI Trustees.

### **Access**

CCI's web sites will be designed to be accessible to viewers on low bandwidth connections, either by design or by offering a low bandwidth alternative. We will make sure that wherever possible all text is displayed at a reasonable size.

### **Publicity**

Our publicity is designed to be as accessible as possible. We distribute our publicity as widely as possible in order to facilitate and encourage participation from relevant groups. Any targeted publicity will be justified by the nature of the project or activity.

### **Non Discriminatory Language**

We take care not to use words or phrases that are directly or indirectly discriminatory in any written materials we share or publish online or in print.

Cambridge Curiosity and Imagination  
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