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****Inclusion, Diversity, Equality and Access (IDEA) Policy****

Liberty Music CIC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in services and/or facilities - is also committed against unlawful discrimination of customers or the public.

## **Our policy’s purpose is to:**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

* age
* disability
* gender reassignment
* marriage and civil partnership
* pregnancy and maternity
* race (including colour, nationality, and ethnic or national origin)
* religion or belief
* sex
* sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

* pay and benefits
* terms and conditions of employment
* dealing with grievances and discipline
* Dismissal
* redundancy
* leave for parents
* requests for flexible working
* selection for employment, promotion, training or other developmental opportunities

## **The organisation commits to:**

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation’s work activities.

Such acts will be dealt with as misconduct under the organisation’s grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

**Agreement to follow this policy**

It is company policy and a contractual requirement that all staff and volunteers fully support the Inclusion, Diversity, Equality and Access (IDEA) Policy.

## **Our disciplinary and grievance procedures**

## All Staff and volunteers will be encouraged to feel safe and to be fully supported when raising grievance.

When an issue is identified, including concerns about a colleague, in the first instance this should be reported to the persons line manager either in person, by phone or in writing. The line manager will advise on the process to follow.

If the issue is connected to the line manager in any way, such as allegation, behaviour or incident then the matter is to be reported directly to any of the 4 company directors.

If disciplinary action is needed it will be taken in line with employment terms and conditions. In extreme circumstances enforcement agencies will be contacted.

**Whistle blowing**

If for any reason you believe that a safeguarding concern is being covered up or dealt with poorly, the Organisation encourages you to contact any or all of, the four company directors.

**Your Right to Claim**

Use of the organisation’s grievance or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.