

EQUAL OPPORTUNITIES POLICY: SWS MUSIC

SWS Music Limited recognises that everyone has a contribution to make to our society and a right to equal opportunity. No job applicant or employee, member, volunteer or organization/individual to which we provide services will be discriminated against by us on the grounds of:

- **Race**
- **Age**
- **Gender**
- **Marital Status**
- **Sexual Orientation**
- **Disability**
- **Religion**
- **Country of origin**

Commitment to Equality

All employees/volunteers/members have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the general director Jean Izbell.

Every employee, volunteer, member and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

This policy is fully supported by the management committee and has been agreed with members and/or employee representatives.

The policy will be monitored and reviewed annually. The successful implementation of this policy depends on the awareness and commitment of all staff/volunteers/members of the management committee.

We are committed to:

- - Providing equal opportunities for all people
- - Providing good and balanced employment and musical services
- - An environment where everyone is treated with respect and dignity
- - An anti-tolerance policy to forms of intimidation and harassment is tolerated absolutely and so preventing occurrences of unlawful discrimination - direct or otherwise.
- - Complying with the UK Laws on equality and abiding by the laws for institutions of education
- - Any breaking of these equality laws will be regarded as misconduct and may lead to termination of the individual from the association.

Applying the Equality Act

SWS Music expects all members to abide by the policy and so aiding in achieving a non-discriminative environment.

To put this into practice we will:

- Set out our Equal Opportunities Policy on our website and when members join
- Any general communications with the public or internally will include this Equal Opportunities Policy (e.g. newsletters)
- - Ensure wheelchair access facilities are available at all public events and meetings
- - The effectiveness of this Equal Opportunities Policy will be reviewed regularly if a complaint was to arise and action will be taken.

Complaints

All members of SWS Music and any member of the public who believes they have a case to argue, is legally entitled to file a complaint in association with this Equal Opportunities Policy.

Any individual or group who complains will not be victimised and the complaint will be rightfully reviewed and analysed. Any complaint of discrimination will be dealt with immediately and with all seriousness.

Staff/volunteers/members of the management committee will be made aware of its existence and on joining the organisation and reminded they must conform with it on a regular basis.