

Disabled Artists' Network CIC equality, diversity and inclusion arrangement

Disabled Artists' Network CIC is committed to encouraging equality, diversity and inclusion among our group, and eliminating unlawful discrimination.

The aim is for our group to be truly representative of all sections of society and our members and volunteers to feel respected and able to give their best.

The group - in providing services and/or facilities - is also committed against unlawful discrimination of members and volunteers.

The arrangement's purpose is to:

- provide equality, fairness and respect for all in our volunteers
- 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 and sexual orientation
- oppose and avoid all forms of unlawful discrimination.

The group commits to:

- Encourage equality, diversity and inclusion in the group as they are good practice
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers are recognised and valued.

This commitment includes training volunteers about their rights and responsibilities under the equality, diversity and inclusion arrangement. Responsibilities include volunteers conducting themselves to help the group provide equal opportunities in volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand they, as well as their group, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their volunteering, against fellow volunteers, members, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, members, suppliers, visitors, the public and any others in the course of the group's activities.

Such acts will be dealt with as misconduct under the group's grievance and/or disciplinary arrangements, and appropriate action will be taken. Particularly serious complaints lead to dismissal without notice.

Further, sexual harassment may amount to 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.

- Make opportunities for training, development and progress available to all volunteers, 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 group.
- Decisions concerning volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and arrangements when necessary to ensure fairness, and also update them and the arrangement to take account of changes in the law.
- Monitor the make-up of the group 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 arrangement.

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

Details of the group's grievance and disciplinary policies and arrangements can be found below. This includes with whom a volunteer should raise a grievance – usually the Curator or the Child Protection Officer as appropriate.

GRIEVANCE ARRANGEMENT

The grievance arrangement is intended as the tool by which a volunteer may formally have a grievance, regarding any condition of their volunteering, heard by the management of the group. The aggrieved volunteer has the right to representation by a fellow volunteer.

In the event of a volunteer wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved online, given the geographical reach of the group. It is understood however that this is not always possible and that a formal arrangement is required to ensure the swift and fair resolution of matters which aggrieve volunteers.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended by agreement.

Stages of the Arrangement

Stage 1

A volunteer who has a grievance, should raise the matter with the curator either verbally or in writing. If the matter itself concerns the curator, then the grievance should be taken to the assistant curator or the treasurer.

If the curator is unable to resolve the matter at that time then a formal written grievance form should be submitted (see appendix 1). The curator should then respond within **2 working days** (i.e. the curator's normal working days) to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the curator's decision.

Stage 2

In most instances, the group would expect the curator's decision to be final and for the matter to come to a close. However, in some circumstances the volunteer may remain aggrieved and can appeal against the decision of the curator concerned.

The appeal, to the group officials, must be made within ten working days of the original response to the volunteer's grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. The group officials will attempt to resolve the grievance. A formal response and full explanation will be given in writing **within 14 days**.

There is no further stage of grievance. The group officials' decision is final.

Mediation is not part of Disabled Artists' Network CIC's formal grievance arrangement. However, if both parties agree to mediation, then the grievance arrangement can be suspended in an attempt to resolve the grievance through that route. If mediation is not successful, then the grievance arrangement can be re-commenced.

Appendix 1

Notification of a Formal Grievance

To:

From:

Date:

Dear

I wish to take a formal grievance out against:

in line with the Group Grievance Arrangement. The details of my grievance are shown below:

Yours sincerely,

(Curator should respond to this formal written grievance within 2 working days unless an extended period for response is mutually agreed)

Appendix 2

Notification of a Stage 2 Grievance

To:

From:

Date:

Dear

On (within 10 days of the response to the initial formal grievance) my grievance against was heard by

I am not satisfied with the outcome of this meeting and would like to appeal to yourself for a further hearing of my grievance, in line with the Group Grievance Arrangement.

I enclose a copy of the original letter regarding this matter and other correspondence and information related to it.

Yours sincerely

(group officials should respond to this formal written grievance within 14 days unless an extended period for response is mutually agreed)

Child Protection Arrangement

All children attending our art events must be accompanied by a parent or guardian. There are no exceptions to this policy.

All Disabled Artists' Network CIC facilitators have undertaken some basic training to spot the signs of human trafficking – which also includes recognising signs of child abuse and recognising signs of mental trauma.

Should any suspect that a young person or any vulnerable person attending any of our events is at risk in some way, the issue must be brought to the attention of the senior group official at the event, who will then record the incident and make the appropriate authorities aware of the situation. The incident will be reported to the Child Protection Officer in due course unless the person is present at the time of the incident – then the person must be made aware of the incident straight away.

If the situation is an emergency, please dial 999 and inform the police immediately.

If the young or vulnerable person wishes to speak with someone confidentially, please give them the option of talking to the Child Protection Helpline on 0808 800 5000, talking with the senior volunteer on duty or the Child Protection Officer (number below).

Vulnerable adults can ring the Samaritans on 116 123.

People fleeing domestic violence can ring the National Domestic Abuse Helpline: 0808 2000 247.

Asylum Seekers can ring 0808 8010 503.

If a young person speaks with you and they are at risk, the incident must be reported to the authorities above.

Group Officials

Curator - Villayat Sunkmanitu (Director Disabled Artists' Network CIC)
07971 99 7710

Assistant Curator – Julie Genner (Director Disabled Artists' Network CIC)
077904 75095

Treasurer – David Edge (Director Disabled Artists' Network CIC)
07973 352724

Child Protection Officer – Angela White (Secretary Disabled Artists' Network CIC)
07734 679288