

Equal Opportunities Policy for FILM Suffolk CIC

Policy Title: Equal Opportunities Policy

Policy Statement: FILM Suffolk CIC is committed to promoting equality, diversity, and inclusion in all aspects of our operations and activities. We believe that everyone should have an equal opportunity to participate and succeed in our projects, regardless of their background or personal characteristics. This policy outlines our commitment to ensuring equal opportunities and the procedures we will follow to achieve this.

Scope: This policy applies to all staff, volunteers, contractors, and participants involved in FILM Suffolk CIC activities, including directors, producers, crew members, and performers.

Policy Objectives:

1. To ensure that all individuals are treated fairly and with respect.
2. To provide equal opportunities for all, regardless of race, gender, disability, age, sexual orientation, religion, or any other characteristic.
3. To create an inclusive environment where diversity is valued and everyone can contribute to their fullest potential.

Key Principles:

1. **Fair Treatment:** Everyone involved in FILM Suffolk CIC activities should be treated fairly and with respect.
2. **Non-Discrimination:** We are committed to preventing discrimination, harassment, and victimisation.
3. **Diversity and Inclusion:** We value diversity and are committed to creating an inclusive environment.
4. **Equal Access:** Everyone should have equal access to opportunities and resources.

Procedures:

1. Recruitment and Selection:

- All recruitment and selection processes will be conducted in a fair and transparent manner.
- Job descriptions and advertisements will be written to encourage applications from a diverse range of candidates.
- Selection criteria will be based on merit and the ability to perform the job, without bias or discrimination.
- Shortlisting, interviewing, and selection will be carried out in a consistent and objective manner.

2. Training and Development:

- Equal access to training and development opportunities will be provided for all staff, volunteers, and participants.
- Training programs will include topics on equality, diversity, and inclusion to raise awareness and promote best practices.
- Opportunities for career development and progression will be made available to everyone based on their abilities and aspirations.

3. Inclusive Environment:

- FILM Suffolk CIC will strive to create an inclusive environment where everyone feels valued and respected.
- Reasonable adjustments will be made to accommodate the needs of individuals with disabilities or other specific requirements.
- Facilities and resources will be accessible to all participants.

4. Anti-Discrimination Measures:

- Any form of discrimination, harassment, or victimisation will not be tolerated.
- Clear procedures will be in place for reporting and dealing with incidents of discrimination or harassment.
- All complaints will be taken seriously, investigated promptly, and handled with sensitivity and confidentiality.

5. Monitoring and Evaluation:

- Regular monitoring of the diversity of staff, volunteers, and participants will be conducted to ensure the effectiveness of the equal opportunities policy.
- Feedback from participants will be sought to identify areas for improvement and to inform policy updates.
- The policy will be reviewed annually to ensure it remains effective and up-to-date with current legislation and best practices.

Roles and Responsibilities:

1. Management:

- Ensuring the implementation and compliance with the equal opportunities policy.
- Providing resources and support for equality, diversity, and inclusion initiatives.
- Reviewing the policy and its effectiveness regularly.

2. Designated Equal Opportunities Officer:

- Overseeing the implementation of the policy and monitoring its effectiveness.
- Providing training and support to staff, volunteers, and participants on equality, diversity, and inclusion.
- Investigating complaints of discrimination or harassment and taking appropriate action.

3. Staff, Volunteers, and Contractors:

- Complying with the equal opportunities policy and promoting equality, diversity, and inclusion in their roles.
- Reporting any incidents of discrimination, harassment, or victimisation to the designated officer.
- Participating in training and development activities related to equality and diversity.

4. Participants:

- Treating all other participants with respect and fairness.
- Reporting any incidents of discrimination, harassment, or victimisation to the designated officer.
- Contributing to an inclusive and supportive environment.

Legal Framework: This policy is underpinned by the following legislation:

- Equality Act 2010
- Employment Rights Act 1996
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974

Contact Information:

- **Designated Equal Opportunities Officer:** Julien Mery - 07716 803081 or julien@filmsuffolk.org.uk
-
- **Local Equality Advisory Service:** 0808 800 0082

Policy Approval: This policy has been approved by the FILM Suffolk CIC Board of Directors and is effective from 01/05/2024

Signed:

On 1st May 2024

A handwritten signature in black ink, appearing to read 'J Mery', is written on a light grey rectangular background.

Julien Mery

Managing Director

FILM Suffolk CIC