

Equal Opportunities Policy

Our commitment

Culture Shift recognises it is essential to provide equal opportunities to all people without discrimination. This policy sets out the organisation's position on equal opportunities in all aspects of employment, giving guidance and encouragement to employees and volunteers at all levels to act fairly and prevent discrimination.

No person involved or associated with Culture Shift will be discriminated against, either directly or indirectly, on the grounds of:

- Age
- Disability
- Race (including colour, nationality, ethnic or national origins)
- Sexual orientation
- Sex, gender, or gender identity
- HIV or Aids status
- Partnership status or home responsibilities
- Pregnancy or maternity
- Religious belief or political opinion
- Socio-economic background
- Refugee or asylum seeker status

The policy applies across a range of employment policies and practice, including those relating to Discipline, Grievance and Complaints.

Culture Shift is committed to human rights for all those connected with our organisation.

We value the contribution our staff, freelancers, volunteers, partners, Trustees and participants make both to our organisation and the wider community and we expect them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect.

Who does the policy apply to?

All staff, freelancers, Trustees and volunteers involved in activities led by Culture Shift are responsible for compliance with this policy, and for the positive attitude it requires. All external persons connected to Culture Shift are encouraged to hold the same responsibility and commitment.

A copy of this policy will be made available to all Culture Shift staff, freelancers, Trustees and volunteers.

What will we do?

Recruitment and selection

Culture Shift will endeavour to use open recruitment for opportunities where budgets and timescales allow. Where opportunities are for fees of £3000 or more and where there is at least six weeks to make an appointment, we will use open recruitment for freelancers.

With our earned income, Culture Shift sometimes operates entrepreneurially or speculatively as a consultancy, and brings together teams of specialists to respond to a particular brief or need at short notice. This is normally done through existing networks. However, Culture Shift is committed to both extending its networks, and ensuring its networks are representative of the wider community.

- In our job descriptions and person specification we will only request details that are necessary to the role and use these as criteria for selection
- If a shortlisted candidate has a disability we will make reasonable adjustments to accommodate these during their interview
- Shortlisting will be carried out by more than one person where possible
- Once we have successfully recruited we will keep details of everyone shortlisted on file for a further six months after which data will be destroyed
- All employees involved in the recruitment and selection process will review their selection criteria to ensure that they relate to the job requirements and do not unlawfully discriminate.

Consultation with participants and communities

Culture Shift is committed to ensuring that relevant communities and participants are consulted, and take an active role in informing and steering our projects.

Access

Culture shift is committed to ensuring that its programmes and projects are accessible. We commit to holding our courses and projects in venues with disabled access, and ensuring that lack of finance does not become a barrier to participation by:

- keeping course fees as low as possible
- allowing people to pay in instalments, and on occasion,
- waiving the fee altogether if it allows individuals to attend.

Training and development

Everyone will receive the appropriate induction session and relevant policies when joining Culture Shift, and freelancers will be required to read and abide by relevant policies.



Training opportunities can be requested by any employee of Culture Shift. Where there is a need for training within the organisation, this will also be brought to team meetings for discussion.

Monitoring

The working of this Equal Opportunities Policy will be monitored in line with funder's requirements on a biannual basis or sooner in line with new developments in Equality and Diversity best practice.

Culture Shift commits to regular monitoring of our performance and progress.

Dealing with complaints

Culture Shift will treat seriously complaints of unlawful discrimination on any of the stated grounds and will take action where appropriate in a timely fashion.

All complaints made by external parties will be investigated in accordance with Culture Shift's complaints procedure and the complainant will be informed of the outcome.

In the event of an investigation concerning a complaint against staff, freelancers or volunteers, Culture Shift's Grievance Policy and procedures will be followed and any action necessary taken under our Disciplinary Policy.

Complaints will be monitored annually and any outcomes/actions recorded.

(Last updated: November 2023)