



Concord Drum and Bugle Corps

EQUAL OPPORTUNITIES

POLICY DOCUMENT

STATEMENT OF INTENT

Concord Drum & Bugle Corps believes that all people have value and recognises that there are many in society who have been denied equal opportunities or for whom equal opportunities have not been made available.

The Corps acknowledges that many people suffer disadvantage within society because of widespread structural inequalities within which discrimination exists. Concord Drum and Bugle Corps aims to be an equal opportunities organisation. To this end it is our policy not to discriminate against any person (whether members, staff, volunteers, Board of Governors members, and the community in general) on the grounds of racial origin, gender, marital status, sexual orientation, age, disability, caring responsibilities, social class, geographical location, religious and political beliefs or unrelated criminal conviction.

In order to redress any imbalances, Concord Drum and Bugle Corps recognises that it is necessary to take positive steps to ensure that all people benefit from equal opportunities in all the ways that the Corps is organised and operates. All Governors, officers, instructors and supporters will be required to promote and act upon this policy through its organisation, work and services. Concord Drum and Bugle Corps Board of Governors will continue to develop and review this policy annually and welcomes any comments or contributions.

A more detailed policy on equal opportunities is available and includes a Code of Conduct to ensure our policies are observed by all members of the Corps.

OBJECTIVES OF THE POLICY

The aims of the Concord Drum and Bugle Corps Equal Opportunities Policy are to provide members, staff and supporters with an organisation that is welcoming, open and available to all. In this we aim :

- to ensure that no members, staff, member of the Board of Governors or volunteer is treated less favourably than others
- to ensure that everyone concerned with the Corps understands the issues surrounding discrimination
- to increase the numbers of members and staff from traditionally disadvantaged groups
- to ensure that all staff are recruited and, if appropriate, promoted on merit regardless of background and other traditionally discriminatory factors
- to ensure that all is done to make the organisation accessible and welcoming to all sections of the community
- to ensure that services are provided that reflect the needs of all sections of the community
- to consider special projects to combat discrimination in the community outside the Corps

CODE OF CONDUCT

- People will be treated with dignity and respect regardless of racial origin, gender, marital status, sexual orientation, age, disability, caring responsibilities, social class, geographical location, religious and political beliefs or unrelated criminal conviction.
- At all times, people's feelings will be valued and respected. Language and humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is derogatory to someone with a disability.
- No-one will be harassed, abused or intimidated on the grounds of their race, sex, age, nationality or sexual orientation. Incidents of harassment will be treated seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the management of the Corps is authorised to take appropriate action.

IMPLEMENTATION OF THE POLICY

To make the Corps truly open to all, there are many practical things that need to be done :

- develop a procedure and code of conduct for dealing with instances of discrimination and abuse
- develop a code of practice containing detailed measures for implementation of the policy, which should cover :
 - activities and services provided
 - the way the Corps is managed, who is involved and how people become involved
 - how we recruit and support volunteers
 - the way in which we appoint staff
- publish the Equal Opportunities Policy to all people concerned with the Corps
- make acceptance of the policy a condition of service of all staff. Make it a duty of all staff, that they explain the policy to members and, where necessary, insist on it within the Corps' activities
- organise a series of training events in aspects of equal opportunities practice for Corps staff and volunteers : try, at least, to cover equal opportunities awareness and equal opportunities recruitment for staff and/or volunteers
- make sure that all publicity materials and notices can be read by everyone in the community by having versions in the main languages of the local community; if necessary interpreters and signers should be available at Corps events
- undertake a review of the Corps structure and produce a schedule of alterations and adaptations required to enable people with disabilities to join in the activities.
- Ensure that publicity materials and posters do not portray people in traditional one-culture stereotypes; i.e. be sure to have pictures of women doing "men's jobs" and vice versa; make sure that there are images of people of all different ethnic backgrounds and ages

- Establish an equal opportunities Monitoring Group to check that everything that was agreed to be done is, in fact, under way and to change and develop the policy as experience determines
- Carry out an Annual Review of this Policy and produce a report on behalf of the Board of Governors to be included in the Corps Annual Report
- Promote “positive action” and not positive discrimination

GRIEVANCE PROCEDURES

Any member of the Corps or member of the instructional or support staff who has a complaint or grievance against other members of the Corps should, in the first instance, address their grievance (preferably in writing) to the Corps Director.

Should the complaint concern the Corps Director or if the complainant so wishes, they may make contact directly with the Chairman of the Board of Governors. Letters should be addressed to :

The Chairman
Concord Drum & Bugle Corps
Board of Governors
c/o Croft House Settlement
Garden Street
Sheffield
S1 4BJ

NB : Envelopes should be marked "In Confidence"