**The Countess of Munster Musical Trust**

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**EQUAL OPPORTUNITIES, DIVERSITYand INCLUSION POLICY**

**March 2023**

**THE MUNSTER TRUST’S COMMITMENT IN ACCORDANCE WITH THE EQUALITY ACT 2010**

The Equality Act 2010 protects people who have a “protected characteristic”. The relevant characteristics are:

* age
* disability
* gender reassignment
* marriage and civil partnership
* pregnancy and maternity
* race – which includes ethnic or national origins, colour and nationality
* religion or belief
* sex
* sexual orientation

Under the Act, different kinds of conduct are prohibited:

Direct Discrimination – when a person is treated less favourably than another person because of a protected characteristic.

Indirect Discrimination - when there is a rule, policy or practice that applies to everyone but which particularly disadvantages people who share a particular protected characteristic.

Harassment – where unwanted behaviour related to a protected characteristic has the purpose or effect of violating a person’s dignity or creating an intimidating or offensive environment for them.

Victimisation – when a person is treated badly because they have made or supported or are thought to have made or supported a complaint about discrimination or harassment.

The Trustees of the Countess of Munster Musical Trust are committed to promoting equality of opportunity and diversity within the policies, practices and procedures of the charity and to ensuring that the organisation through its Trustees and employees does not engage in any form of unlawful direct or indirect discrimination, harassment or victimisation.

**IMPLEMENTATION**

This policy of promoting equality, fairness and respect will be implemented across all aspects of the organisation’s work to include:

• the appointment of members to its Board of Trustees

• the appointment of staff, their conditions of service and employment procedures

* all dealings with those who assist the Trust in their operations

• all dealings with the public and service users.

The Trustees will have overall responsibility for ensuring that this policy is properly implemented, monitored and reviewed. However, all staff have a responsibility to support and foster the aims of this policy by ensuring that their conduct is at all times respectful and free from discrimination, harassment and victimisation.

**RECRUITMENT AND EMPLOYMENT**

* **Board of Trustees**

The Trustees of the Countess of Munster Musical Trust will ensure that the Board of Trustees is as representative as possible of the community and users which it serves. All Trustees working with the organisation will be informed of the requirement to follow the commitments contained in this policy.

* **Staff**

The Trustees of the Countess of Munster Musical Trust are committed to ensuring that no job applicant or employee receives less favourable treatment than another by virtue of a protected characteristic. The Countess of Munster Musical Trust is committed to undertaking open recruitment and selection. All employees working within the organisation will be informed of the requirement to follow the commitments contained in this policy.

**OPERATIONAL ACTIVITIES**

The Trustees of the Countess of Munster Musical Trust are committed to ensuring that, in the course of the Trust’s activities and processes, no-one receives less favourable treatment than another by virtue of a protected characteristic. In order to achieve this the Countess of Munster Musical Trust will take steps to remove barriers which prevent potential applicants, award holders, Recital Scheme artists, and Recital Scheme members from having equal access to the Munster Trust’s activities.

This will include but will not be limited to the following steps:

**Application Process and Auditions**

* arranging that the application process promotes equality of treatment, is fully accessible and fair by, for example, providing the option to discuss and receive applications by telephone for those who are unable to use or access a computer, or providing assistance with completing on-line applications;
* ensuring that auditions take place in venues and premises which are accessible;
* providing facilities, publicity material and information to enable everyone to participate fully in the Trust’s activities without discrimination, harassment or victimisation;
* providing opportunities for service users to advise us of any special requirements they may have so that their needs may be understood and accommodated;
* ensuring that the design of publicity material is accessible in terms of print and format, and that information about accessibility is available.

**Recital Scheme**

* ensuring that all information relating to our Recital Scheme is fully available to all members of our clubs and societies, by providing telephone advice and assistance or supplying print matter in alternative formats as necessary;
* ensuring that all Recital Scheme artists are made aware that it is their responsibility to inform the clubs and societies who book them of any special requirements they may have so that the clubs and societies have the opportunity to make adjustments as necessary;
* making clubs and societies aware of the need to uphold the requirements of the Equality Act in relation to the Recital Scheme artists;

**REVIEW**

The Countess of Munster Musical Trust is committed to developing, implementing and reviewing a policy of equal opportunity and diversity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and allow for progress. The Trustees will review the policy and implementation not less than every two years.

**COMPLAINTS**

Any individual who feels that they have suffered or witnessed an instance where this policy has not been followed should pursue the Trust’s Complaints Procedure.

Date of next review: Autumn 2024