

Basement Jazz

Equal Opportunity Policy

Statement

Basement Jazz seeks to ensure that all persons who come into contact with the organisation in person via written or spoken communication, through publicity material or any other means will be treated without prejudice regardless of gender, social or economic class, ethnic or national origin, physical or mental disability, marital status, religion or political affiliation, age or sexual orientation.

Staff

Basement Jazz is committed to a policy of equal opportunities in its employment procedures. Responsibility for its implementation falls on the Board and the Director and those involved in the recruitment process and administration. Recruitment advertising will carry an equal opportunities statement and job packs will include a copy of this policy.

All posts with contracts over a six month period will be advertised.

Recruitment and selection procedures will be the responsibility of the Director and the Board. All posts will have a person specification on which the selection procedure will be based. Specifications will list the skills and experience required of all candidates in detail and those which are considered desirable.

Candidates short listed for interview will be selected by grading solely on the evidence of the information supplied in the application form. A matrix form will be prepared, based on the requirements of the post

All members of staff, volunteers and artists working on educational and outreach activities, as part of their induction will be given a copy of this document. All members of staff fulltime, temporary or voluntary are responsible for up holding the policy.

Training will be sought for staff in equal opportunities, disability awareness and customer care, where appropriate.

Users

Copies of this document will be available to all affiliates and volunteers of Basement Jazz.

Board

The Board is committed to the equal opportunities policy and will ensure its implementation both within the board and staff structure.

General

Grievances due to infringement of the policy will be dealt with by the Director and the Board

No publicity material issued from Basement Jazz will contain imagery or language, which would be found by any reasonable person to be out with common decency or as attempt to prejudice thoughts or actions