



**Fèisean nan Gàidheal**  
**Risk Management and Policies**

**Date: 15 June 2010.**

**Policy: Equal Opportunities Policy and Policy Statement**

**This policy forms part of the Fèisean nan Gàidheal Policy Portfolio**

**Related Policies:** Staff Handbook, Access, Policy on recruitment of Ex-offenders, Staff Training & Development Child Protection

**Purpose of Policy:** To ensure equal opportunities and treatment for all applicants, staff, volunteers and participants in their dealings with Fèisean nan Gàidheal.

**Summary of Policy:** Fèisean nan Gàidheal is committed to equality of opportunity in employment and in participation for all who come into contact with the organisation, whether as employees, applicants, volunteers or participants.

**Submitted to Executive Group (date):** 01 February 2010.

**Approved by Board (date):** 18 February 2010.

**This policy should be reviewed by (date):** February 2011.

**Catriona MacIntyre – 18 February 2010.**

## **Fèisean nan Gàidheal Equal Opportunities Policy**

### **EQUAL OPPORTUNITIES POLICY STATEMENT**

#### **1 Employment of Staff, Contract Workers & Tutors**

- 1.1 Fèisean nan Gàidheal undertakes to treat all applicants for positions within the organisation fairly. We are committed to ensuring that individuals are selected on the basis of relevant merits and abilities.
- 1.2 Fèisean nan Gàidheal aims to ensure that no potential or actual employee, contract worker, tutor or volunteer receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability or religious beliefs.
- 1.3 Fèisean nan Gàidheal operates a policy on the recruitment of ex-offenders, which aims to ensure that all applicants for positions within the organisation are treated fairly. This is enclosed as **Appendix 1** to this policy.
- 1.4 With regard to 1.3, any information disclosed to Fèisean nan Gàidheal will be handled under the terms of our Policy on Secure Handling, Use, Storage and Retention of Disclosure Information. This is enclosed as **Appendix 2** to this policy.
- 1.5 It is a contractual obligation on the part of all our staff to accept responsibility for ensuring that fair employment practices are applied, but specific responsibilities fall upon the Chief Executive Officer and Board members involved in recruitment, and staff involved in employee administration.
- 1.6 Any employee who believes that s/he has been treated unfairly may raise the matter with the Chief Executive Officer of Fèisean nan Gàidheal, or the Chairperson, if the Chief Executive Officer is involved.

#### **2 Participants in Fèisean nan Gàidheal and Fèis Activities**

- 2.1 Fèisean nan Gàidheal is committed to equality of opportunity in the access granted to participants in events run by the organisation, or on the organisation's behalf. This extends also to Fèisean which are members of the organisation.
- 2.2 We are committed to ensuring that individuals who wish to take part, can participate in any event run by Fèisean nan Gàidheal - and individual Fèisean - regardless of race, colour, ethnic or national origins, marital status, age, sex, sexual orientation, gender-reassignment, disability or religious beliefs.
- 2.3 It is the duty of all our staff and members to ensure that fairness of access and opportunity are applied. However specific responsibilities fall upon the Fèis committee members, the Fèisean nan Gàidheal Chief Executive Officer and Board members involved in organising events.
- 2.4 Anybody who believes that s/he has been treated unfairly may raise the matter initially with the Chairperson of the Fèis involved, or the Chief Executive Officer of Fèisean nan Gàidheal if the Chairperson of the Fèis is involved.
- 2.5 In the case of unfair treatment regarding a Fèisean nan Gàidheal event, the matter may be raised with the Chief Executive Officer of Fèisean nan Gàidheal, or the Chairperson, if the Chief Executive Officer is involved.

#### **3 The Policy in Practice**

- 3.1 Fèisean nan Gàidheal is committed to making this policy properly effective, and will regularly review its effectiveness through evaluation of events, and reviewing practices with regard to recruitment and marketing of events.
- 3.2 We will not tolerate unfair discrimination against any member of staff, a job applicant, a contractor, a tutor, or a participant, by a Fèisean nan Gàidheal employee or by someone appointed to the service of Fèisean nan Gàidheal, or its member Fèisean. We will investigate any matters brought to our attention and will take action where appropriate to do so.

3.3 Anybody who would like to suggest changes to the policy, or has comments as to how it's effectiveness could be improved, should write in the first instance to:

Arthur Cormack  
CEO  
Fèisean nan Gàidheal  
Meall House  
Portree  
Isle of Skye  
IV51 9BZ

**Appendix 1**  
**Fèisean nan Gàidheal**  
**Policy on the Recruitment of Ex-offenders**

In accordance with the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997, for registered persons and other recipients of Disclosure Information, Fèisean nan Gàidheal will ensure the following practice:

- 1 Fèisean nan Gàidheal undertakes to treat all applicants for positions within the organisation fairly, and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
- 2 Fèisean nan Gàidheal will only request a Standard or Enhanced Disclosure where it is necessary and relevant to the position sought.
- 3 Where a position requires a disclosure, Fèisean nan Gàidheal will make this clear on the application form, job advert and any other information provided about the post. This policy will be made available to applicants at the outset of the recruitment process.
- 4 At interview, Fèisean nan Gàidheal will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.
- 5 At interview or when receiving a Disclosure which shows a conviction, Fèisean nan Gàidheal will take into consideration:
  - Whether the conviction is relevant to the position being offered
  - The seriousness of the offence revealed
  - The length of time since the offence took place
  - Whether the applicant has a pattern of offending behaviour
  - Whether the applicant's circumstances have changed since offending took place
- 6 Fèisean nan Gàidheal will ensure that all our staff involved in the recruitment process are aware of this process and have received relevant training and support.
- 7 Fèisean nan Gàidheal undertake to make copies of the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997 available to any applicant for posts with Fèisean nan Gàidheal that require a disclosure.
- 8 Fèisean nan Gàidheal aims through their Equal Opportunities Policy of which this is a part, to ensure that all applicants for positions within the organisation are fairly treated.

## **Appendix 2**

### **Fèisean nan Gàidheal**

#### **Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information**

In accordance with the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997, for registered persons and other recipients of Disclosure Information, Fèisean nan Gàidheal will ensure the following practice:

- 1 Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- 2 Fèisean nan Gàidheal will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before disclosing information for any purpose other than recruitment.
- 3 Disclosure information will only be shared with those authorised to see it in the course of their duties.
- 4 Where additional disclosure information is provided to Fèisean nan Gàidheal and not to the disclosure applicant, Fèisean nan Gàidheal will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment process.
- 5 Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- 6 Disclosure information will be destroyed by shredding.
- 7 No image or photocopy of the disclosure information will be made, however the following details will be retained:
  - Date of issue of disclosure
  - Name of subject
  - Disclosure type
  - Position for which disclosure was requested
  - Unique reference number of disclosure
  - Recruitment decision taken
- 8 Fèisean nan Gàidheal will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- 9 Fèisean nan Gàidheal undertake to make a copy of this policy and the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997 available to any applicant for a post within Fèisean nan Gàidheal that requires a disclosure.
- 10 Fèisean nan Gàidheal aims through their Equal Opportunities Policy of which this is a part, to ensure that all applicants for positions within the organisation are fairly treated.