



Risk Management and Policies

Equal Opportunities Statement

This forms part of the Fèisean nan Gàidheal policy portfolio

Date Approved	04/03/2022
Purpose	To ensure equal opportunities and treatment for all applicants, staff, volunteers, and participants in their dealings with Fèisean nan Gàidheal
Summary	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.

Equal Opportunities Statement

1. Employment of Staff, Contract Workers & Tutors

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.

We aim to ensure that no potential or actual employee, contract worker, tutor or volunteer receives more or less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion of belief, sex or sexual orientation.

We operate a policy on the recruitment of ex-offenders, which aims to ensure that all applicants for positions within the organisation are treated fairly, and are not discriminated against unfairly on the basis of spent convictions depending on:

- 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

With regard to 1.3, any information disclosed to Fèisean nan Gàidheal will be handled under the terms of our GDPR Data Protection Policy.

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 CEO and Trustees involved in recruitment, and staff involved in employee administration.

Any employee who believes that s/he has been treated unfairly may raise the matter with the CEO of Fèisean nan Gàidheal, or with the Chairperson, if the CEO is involved.

2. Participants in Fèisean nan Gàidheal and Fèis Activities

We are committed to equality of opportunity in the access granted to participants in events run by the us, or on our behalf. This extends to Fèisean which are members of the organisation.

We are committed to ensuring that individuals who wish to take part can participate in any event run by us - and individual Fèisean - regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion of belief, sex, or sexual orientation.

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 CEO, staff involved in organising events and the Trustees whose ultimate responsibility it is to ensure equality of opportunity.

Anybody who believes that s/he has been treated unfairly may raise the matter initially with the Chair of the Fèis involved, or the CEO of Fèisean nan Gàidheal if the Chair of the Fèis is involved.

In the case of unfair treatment regarding a Fèisean nan Gàidheal event, the matter may be raised with the CEO of Fèisean nan Gàidheal, or with Fèisean nan Gàidheal's Chair, if the CEO is involved.

3. The Policy in Practice

Equal Opportunities is incorporated into our Access Policy available on our website. We are 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.

We will not tolerate unfair discrimination, harassment, or victimisation against any member of staff, a job applicant, a contractor, a tutor, or a participant, by one of our employees or by someone appointed to the service of Fèisean nan Gàidheal, or its member Fèisean. We will investigate any breaches of the policy brought to our attention.

4. Part-time workers and fixed-term staff

We will not treat part-time workers less favourably than comparable full-time workers, because of their part-time status, unless the difference in treatment is justified. If you would like to request a change to your working hours, you should use our Flexible Working Policy.

We will not treat fixed-term employees less favourably than comparable permanent employees, because of their fixed-term status, unless the difference in treatment is justified. We will inform fixed-term employees of available vacancies by email.

5. Equal opportunities training

We will provide equal opportunities training for managers and anyone else likely to be involved in recruitment and other decision-making in which equal opportunities issues are likely to arise. If you have any questions about this policy or how to apply it, or you feel that you need additional training, you should contact the Executive Manager.

6. Equal opportunities monitoring

To ensure this policy is working effectively, we will monitor the age, disability status, ethnic group, religion, gender, and sexual orientation of job applicants; the existing workforce, [applicants for promotion; those accessing training opportunities; those raising grievances; those subject to disciplinary action and dismissal; those leaving the business]. Provision of this information by individuals will be voluntary and it will not affect their chances of recruitment or any other decision relating to their employment. The information will be removed from job applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy.

Fèisean nan Gàidheal