

Madcap Equal Opportunities Statement

Introduction

Madcap believes that life is positively enriched for all of us by the diversity of individuals in society and that all have a contribution to make.

Madcap actively promotes its art works with disadvantaged groups, making access to projects easier, and employing artists with specific skills to work with such groups. Where possible we provide subsidised transport for young people.

Madcap will ensure to the best of its ability that no group or individual will be discriminated against on the grounds of race, colour, ethnic origin, nationality, gender, marital status, sexual orientation, responsibility for dependents, age, health, disability, employment status, religion, beliefs, learning ability, size, social class or caste.

Madcap through all its activities will seek to promote a positive understanding of the plural society in which we live. The organisation will continue to seek out new artists including, where appropriate, those from other cultures, which may not be currently represented within the community. In our work we aim to effectively challenge inequalities.

Equal Opportunities Policy

Madcap is committed to the practical application of equal opportunities through all areas of work and will attempt to adhere to the following codes of practice:

Employment

Madcap will seek to ensure genuine equality of opportunity in all aspects of our activities as an employer:

- i) Before advertising any long term post or residency, a detailed job description and/or person specification will be drawn up. Where one exists already, this will be reviewed and updated.
- ii) A copy of the equal opportunities policy will be sent to all applicants
- iii) All vacancies will be advertised internally and externally in a way that ensures as many sections of the community are reached as possible. All advertisements will carry an equal opportunities declaration.
- iv) All applicants will be judged solely on job-related, relevant criteria. Reasons for short-listing candidates will be recorded. Wherever possible, unsuccessful candidates will be given the reason for their rejection.
- v) All staff appointed will be provided with a job description and contract of employment including the terms and conditions of service.
- vi) Madcap will endeavour to provide support, training and supervision necessary to enable workers to achieve their work tasks in the most effective way.

Legislation

The Directors and Officers of Madcap will ensure that it follows its legal responsibilities as laid down in the following legislation:

The Sex Discrimination Act (1986)

The Equal Pay Act (1970)

The Race Relations Act (1976)

The Disability Discrimination Act (1995)

The Employment Equality (Sexual Orientation) Regulations 2003

The Employment Equality (Religion or Belief) Regulations 2003

Employment Act 2002 (Flexible working regulations)

Employment Relations Act 1999

Employment Rights Act 1996

Protection from Harassment Act 1997

Working Time Regulations 1998

Programme

The programme will respond to the needs of the local community at the same time reflecting the plural society in which we live.

Accessibility

Every effort will be made to meet the physical and creative needs of all those who wish to participate in the organisation's work with full consideration being paid to people with disabilities whether these are apparent or hidden.

i) To identify barriers to access and remove them where possible whether these are physical or environmental.

ii) To promote artwork in venues which are accessible to people with physical disabilities and adapt equipment where possible to meet their needs.

iii) To promote a pricing policy that enables those on low incomes to have access and fully participate in Madcap's work.

Publicity and Marketing

i) Publicity, work materials and documents produced by the organisation should avoid the use of discriminatory language and images. All publicity materials should be positive and welcoming to all sections of the community.

ii) Particular needs in terms of publicity should be catered for where required, e.g. large print, taped versions, and translations.

Board of Directors

Madcap will endeavour to attract individuals to its Board of Directors who reflect the wide nature of its work and the diversity of the people with whom it works.

Monitoring the Policy

i) The policy will be reviewed by the Board of Directors, Officers and Funding bodies each year.

- ii) Examples of publicity and job descriptions will be made available to funding individuals, bodies, and other interested parties.
- iii) Artists and employees involved in projects will be asked to evaluate their experiences and comment on the policy
- iv) Recruitment information gained through enquires, completed applications, cultural backgrounds, age, gender etc will be recorded and analysed, where agreement has been made for its use.