

# UniBrass Foundation Equal Opportunities and Diversity Policy

## Change History

| <b>Date</b>        | <b>Issue Number</b> | <b>Changes</b>   |
|--------------------|---------------------|--|
| 5th July 2018      | 1.0                 | Created Document                                       |
| 31st July 2018     | 1.1                 | Policy approved and adopted by Board on 31st July 2018 |
| 20th March 2022    | 1.2                 | Policy updated for general readability                 |
| 27th August 2022   | 1.3                 | Policy updated to include recruitment practices        |
| 28th February 2023 | 1.4                 | Added policy for trustee leave                         |
| 15th October 2023  | 1.4.1               | Clarified wording around recruitment practices         |

Last reviewed: 15/10/2023

# UniBrass Foundation Equal Opportunities and Diversity Policy

## Introduction

This policy outlines how the UniBrass Foundation meets its statutory requirements laid down by the Equality Act (2010), and meets its moral responsibilities to reduce discrimination, and increase diversity in the charity's activities and the brass band community (particularly at university level). It consists of a statement of intent outlining the UniBrass Foundation's views on discrimination, diversity and equality, a code of conduct outlining expected behaviour of all people involved in UniBrass, and a code of practice outlining how the UniBrass Foundation intends to address these issues.

## Statement of Intent

The UniBrass Foundation recognises that there are diverse groups and individuals in our society, and that these are not only an asset to the community, but that every individual should have the opportunity to access services. We also recognise that some groups are discriminated against on the basis of age, sex, race, disability, pregnancy and maternity, marital status, sexual orientation, gender reassignment and religious background (these are Protected Characteristics as defined by the Equality Act 2010), or by other characteristics (e.g. gender identity, socioeconomic background, physical appearance). As a charity, we oppose this, and have a moral and legal responsibility to promote equal opportunities. These other characteristics, and the legally defined Protected Characteristics are hereafter referred to as Extended Protected Characteristics.

The UniBrass Foundation rejects discrimination of all forms, including: direct and indirect discrimination; discrimination of those associated with groups or individuals; and those perceived to have certain protected characteristics or otherwise. The aim of the UniBrass Foundation "to advance, improve, develop and maintain public education in, and appreciation of, the art of the brass band movement" should include all groups and individuals regardless of their characteristics. The charity also recognises that there remains a lack of diversity in the brass band movement, and considers it part of this aim to consider how it can increase diversity in all their activities, and remove barriers to those groups currently underrepresented. Exceptions to this policy may apply where there is a legal need to do so (for example, to prevent underage individuals participating in legally disallowed activities), or to ensure that particular services are targeted to people in a manner that supports the Charitable Objects. Any decisions should aim to minimise the level of discrimination whilst achieving the Charitable Objects.

## **Code of conduct:**

- All UniBrass Foundation members and volunteers will treat members of the public, other members of the UniBrass Foundation, and volunteers, with dignity and respect, regardless of their characteristics.
- Participants (including volunteers and staff) in UniBrass activities must not harass, abuse, exclude, or intimidate other participants on the basis of their characteristics.
- Those taking part in UniBrass activities (including, but not limited to, participants in, volunteers, staff, and audiences at UniBrass events or schemes) must not harass, abuse, exclude, or intimidate other service users on the basis of characteristics. Doing so may face expulsion from the service as deemed by the Board of Trustees. The UniBrass Foundation reserves the right to pursue legal, or other appropriate regulatory, action. In the case of incidents involving UniBrass Contest participants, this will also be dealt with in accordance with UniBrass Foundation Bye-Law 1 rule 17, which also includes remarks made on social media before, during and after the contest.
- No person will be refused access to our services on the basis of any Extended Protected Characteristics.
- Reasonable adjustments will be made to remove any barriers to a person accessing our services, so that as far as possible, no person will receive worse quality service from UniBrass on the basis of any Extended Protected Characteristics.

Any breaches of this Code of Conduct shall be reported to the UniBrass Foundation Chair of trustees, who will act in accordance with this policy. If a breach is not considered to have been satisfactorily resolved, then please refer to our Whistleblowing Policy for information on how to take further action. Anybody who has reported a breach of the code of conduct should feel safe to do so, without risk of discrimination, and with the knowledge such concerns will be kept confidential..

## **Code of practice:**

- The UniBrass Foundation will make considerations to the accessibility of any venue used when providing the UniBrass Foundation's activities, and will ensure that reasonable adjustments are made in conjunction with the venue to accommodate all groups and individuals.
- The UniBrass Foundation will consider the impact of Extended Protected Characteristics on the ability of individuals or groups to participate in planned activities.
- UniBrass may assist and encourage participation of groups or individuals with particular extended protected characteristics through positive action, particularly if those groups or individuals are underrepresented in the brass banding movement.
- In designing and using the website, the UniBrass Foundation will consider its accessibility, and work towards BS 8878, and accessibility on mobile devices.
- Advertisements should not discriminate against people from accessing on the basis of an extended protected characteristic.

- During UniBrass activities, reasonable adjustments will be made to ensure participants may use preferred names where these differ from official names found on identification documents.
- All UniBrass Foundation policies, governing documents and other relevant documents should use gender neutral language where appropriate. The UniBrass Foundation will endeavour to use gender neutral pronouns when referring to individuals unless pronouns are known.

### **Recruitment Practice:**

- When recruiting new trustees, committee members, volunteers, and staff (whether employed directly, or on a freelance basis), every individual who meets criteria set by the UniBrass Foundation has an equal opportunity to apply and be chosen for the role, with decisions based only on individual merit, performance, competence and the possession of skills valuable to the UniBrass Foundation.
- When producing a list of candidates (which is of unlimited length) to approach for appointed public-facing roles (e.g. contest adjudicators, tutors), lists must contain at least one individual from a minority ethnic group, and at least one individual from an underrepresented gender. The list should aspire to match the demographic distribution of the United Kingdom as closely as possible. The best candidate for the role will then be picked from this list with decisions based only on individual merit, performance, competence and the possession of skills valuable to the role.
- When shortlisting applicants to be interviewed for a role, written applications to be assessed by the panel will have details that could identify the individual or their protected characteristics removed by an individual independent of the assessment panel. The panel will subsequently rank the applications and take the highest ranked candidates forward to interview. The number of applicants taken forward will be chosen as such to ensure the most diverse set of candidates possible within the constraints of the time available.
- When interviewing applicants for a role, wherever possible a non-participating individual should be present for both the interview and discussion whose primary role is to challenge any unjustified views expressed by the interviewing team with the intention of reducing the chance of any unconscious bias.

### **Trustee Period of Absences:**

The UniBrass Foundation recognises that there are periods during which trustees may need to step back from their trustee duties, for example maternity/paternity, mental or physical health.

- Individual trustees who wish to take a period of absence longer than 6 weeks should speak to the Chair of Trustees (or Vice-Chair should the Chair seek a period of absence), who will discuss support needed before, during and after the period of absence, as well as a start and end date to the period of absence.

- The decision should be ratified by the trustee board at a properly convened meeting, and the start and end dates of the period of absence should be recorded in the minutes.
- During the period of absence, the individual will formally cease to be a trustee, so that the trustee does not continue to take the legal responsibilities of a trustee for this period. Records with the Charity Commission should reflect this.
- Before, during and after the period of absence, the Chair of Trustees (or another nominated trustee) should remain in touch with the trustee on the leave of absence, and considerations to help the individual return to duties should be made, which may include (but is not limited to), invitation to meetings as an observer. Frequency of contact and what considerations will be in place should be agreed between the two parties before the period of absence commences.
- Normally, the end of the individual's trustee term should not be extended, however trustees should consider such extensions on a case by case basis upon the individual's return from the period of absence.