**St Andrews Art Club Equality, Diversity and Inclusion Policy**

**Dated of Approval: March 2022**

The St Andrews Art Club provides art related activities, guidance and assistance for all those over the age of 16 years.

St Andrews Art Club is committed to encouraging equality, diversity and inclusion amongst its membership and deems any direct or indirect discrimination to be unacceptable.

St Andrews Art Club recognises that groups and individuals have been, and continue to be, discriminated against on many grounds including, for example, race, sex, age, disability, sexual orientation, class, religion, marital status and where they live.

St Andrews Art Club, in all its activities, is committed to act against unlawful discrimination of other stakeholders, such as visitors and the public.

Our Equality, Diversity and Inclusion Policy sets out our commitment to equality and diversity, and the positive action the Club will take to prevent direct and indirect discrimination in the organisation, in its activities and in its relationships with other bodies.

In adopting this Policy, St Andrews Art Club is making a commitment to compliance with the Equality Act 2010, and to implementing, monitoring and regularly reviewing its policy.

**Our Policy’s Purpose**

This policy’s purpose is to:

1. ensure equality, fairness and respect for all members;

2. ensure that no unlawful discrimination occurs within the Club because of the Equality Act 2010 protected characteristics of:

* age
* disability
* gender reassignment
* marriage or civil partnership
* pregnancy and maternity
* race (including colour, nationality, and ethnic or national origin)
* religion or belief
* sex
* sexual orientation.

## **Our Commitments**

## St Andrews Art Club commits to:

1. encourage equality, diversity and inclusion among members;

2. ensure that all its activities (e.g. classes, workshops) are free of bullying, harassment, victimisation and unlawful discrimination, and promoting dignity and respect for all.

**Our Code of Conduct**

All members are expected to adhere to the following code of conduct:

People will be treated with dignity and respect regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.

At all times people’s feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology which is derogatory to someone with a disability.

No one will be harassed, abused or intimidated on the ground of his or her age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation. Incidents of harassment will be taken seriously.

This commitment includes training and awareness raising where required.

The policy applies to all members of the Art Club in any dealings on behalf of the Club with the public and with tutors and service providers.

**Our Code of Practice**

The Club will take action to ensure that group activities and events are open and welcoming to all members and visitors.

The Club aims to make our meetings and events accessible to people with visible and invisible disabilities by being proactive, by monitoring and reviewing relevant measures and by handling requests for reasonable adjustments to our provision under the Equality Act 2010 speedily and sensitive to individual needs.

The Committee will ensure that it remains informed and knowledgeable about its legal duties regarding the Equality Act 2010.

All members of the St Andrews Art Club will be issued with a copy of the Equality and Diversity Policy. •

Members who have experienced discrimination should direct complaints to the President in writing or via email.

**Requesting Reasonable Adjustments\***

Requests for reasonable adjustments under the Equality Act 2010 are to be directed to the President in the first instance, in writing or by email.

**Handling Complaints**

Complaints will initially be directed to the President in writing or in email, who will then take them to the committee for discussion and investigation.

Complaints must be signed.

The Committee will take complaints of discrimination and harassment very seriously.

The Committee will investigate such complaints thoroughly, and provide opportunities for the person making the complaint to speak in a safe environment about their experience.

If the complaint is against a particular individual, the Committee will hear their point of view too.

The Committee will decide the action to take based on the principle of ensuring the continued inclusion and safety of any member who has experienced discrimination or harassment.

Should a decision to terminate someone’s membership have to be made, this will be done in line with the rules set out in the constitution.

A report on any complaints received within the year will be included in the President’s Report delivered at the AGM.

**Review**

This policy will be reviewed every 2 years.

Date of Approval: 24th March 2022

Signed: Sabine Hotho, President

**\**How to ask for reasonable adjustments relating to disability***

*Please contact the President in writing or by email with your request for reasonable adjustments under the Equality Act 2010.*

*Your request will be treated confidentially.*

*We ask you to provide as much relevant information as necessary. If you provide any medical information, this will be treated strictly confidential by the President.*

*We will share relevant information relating to the required adjustments only with your consent and on a need-to-know basis.*

*Your request will be handled by the President in consultation with all Committee members.*

*We will provide an outline of our suggestions how we can make the adjustments you require, and we will do our utmost to accommodate your requirements. The requirements we can make will need to be affordable and practicable.*

*Once you have confirmed our proposals we will implement them, otherwise review them with you.*

*Please note that there may be certain deadlines to observe. For instance, if you require any adjustments relating to a class or workshop, please be aware that your request must reach us at the point of BOOKING and prior to the deadline for payment.*