



POLICY:

Equality, Diversity, and Inclusion Policy



**BRAZILIAN
CULTURAL
CENTRE**

midlands - united kingdom

Policy Owner: Simone Dias
Policy approved by: The Board
Date Policy approved: Oct 2023
Next review Date: Oct 2026

Throughout this policy, collective names are used as follows:

“The Association” – meaning the Brazilian Cultural Centre CIC

“The staff” – meaning everyone involved in delivering the activities and events organised by the association, i.e. board directors, trustees, volunteers, guest artists and performers, etc.

The association is committed to encouraging equality, diversity and inclusion among our staff, and eliminating unlawful discrimination.

The aim is for our staff and service users to be truly representative of all sections of society and for each individual to feel respected and able to give their best.

The association – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of staff, customers, service users or the public.

The policy’s purpose is to:

- provide equality, fairness and respect for all in our association, whether their contribution is temporary, part-time or full-time. not unlawfully discriminate because of the Equality Act 2010
- protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes dealing with grievances and discipline, training or other developmental opportunities for our staff, the participants in our events and dance classes, our volunteers and everyone that may be involved with the centre’s activities.

The association commits to:

- Encourage equality, diversity and inclusion in all the activities and events, as they are good practice and make business sense.
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of everyone are recognised and valued.

- This commitment includes training staff (directors, trustees, volunteers and everyone that may be working with the association) about their rights and responsibilities under the equality, diversity and inclusion policy.
- Responsibilities include staff conducting themselves to help the association provide equal opportunities to all and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their time working with the association, against other staff members, customers, service users, suppliers and the general public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff members, customers, service users, suppliers, the general public and any others in the course of the association's activities and events.
- Such acts will be dealt with as misconduct under the association's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to the perpetrator being asked to leave the event and the association's premises immediately. This action will be taken by any board director.
- Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff, which will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the association.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). Review practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the staff regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This equality, diversity and inclusion policy is fully supported by the board of directors and has been agreed with all members of the board during the yearly meeting on October 2019.