

SHEFFIELD ORATORIO CHORUS

EQUAL OPPORTUNITIES and FAIR PRACTICES POLICY

1. **This policy applies to** Sheffield Oratorio Chorus in all its operations and contacts.
2. **This policy has been prepared by** a working group led by the Hon. Secretary of SOC.
3. **The person responsible** for leading policy reviews is the Hon. Secretary of SOC.
4. **This policy was approved and adopted** by the SOC Trustee Board on **29.9.15** and operates from that date. The policy and its action plan will be reviewed every 3 years by the committee in consultation with the membership and other relevant people, and will be subject to interim monitoring. Copies of the policy are available from the Hon. Secretary. The Policy and the Action Plan are displayed on the Chorus notice board.
5. **SOC values and commitment:**
 - a) SOC recognises the importance of affording equal opportunity and equal treatment in all its activities and will work towards establishing and reinforcing fair practices.
 - b) SOC values diversity and opposes unfair treatment, including discrimination on grounds of ethnicity, gender, sexual orientation, age, religious beliefs, mental health, social status and disability.
 - c) SOC is committed to challenging discrimination and unfair treatment in all its forms.
6. **In pursuit of SOC values and commitment we aim to:**
 - a) Identify possible barriers to participation in SOC activities by potential, new and existing members, audiences, and other contacts and try to rectify them.
 - b) Take positive action where necessary to ensure fair treatment and equality for all.
 - c) Respect, support, promote and act in accordance with the spirit and intentions of the policy.
7. **What SOC will do to carry out its aims;**
 - a) SOC committee will formulate and carry out an action plan to address equal opportunity and fair practice in all its identified activities and review the plan regularly as at 4 above.
 - b) SOC committee takes ultimate responsibility for ensuring this policy is implemented and dealing with any allegations of breaches.
 - c) SOC committee may appoint a focus person/group to monitor and report on equal opportunities issues and may appoint a person/group to deal with initial queries/complaints.
8. **Discrimination and harassment**

Acts of discrimination and harassment are unlawful and all to whom this policy applies should be aware of possible legal consequences. Anyone who discriminates against, harasses or victimises any person whilst engaged in SOC activities may have action taken against them in accordance with SOC disciplinary rules.
9. **Disciplinary rules**

Anyone who breaches this policy may be made aware of the breach by the committee and be given the opportunity to respond. For minor breaches a verbal warning may be given. For more serious breaches a written warning may be given. More serious breaches may result in suspension or ultimately expulsion from SOC.
10. **Grievance rules**

Anyone who believes that he/she has suffered discrimination/unfair treatment may raise the matter by speaking to a Singing Representative or by writing to the Secretary. All grievances must be made in good faith and must not be untrue or mischievous. If the issue cannot be addressed satisfactorily by the Singing Representative or the Secretary the grievance will be forwarded to a panel appointed by the committee. The committee's decision is final.