

Mill creatives
Equality and Diversity Policy
January 2010

Mill creatives is firmly committed to diversity in all areas of our work and its influence is evident in our core work. Diversity is an everyday part of Mill creatives' practice, with a diverse range of members from different cultural backgrounds, social situations and with varying educational and/or professional experience. As stated in our constitution Mill creatives is about providing opportunities and resources for all, without prejudice.

Mill creatives do not target one specific group – we attract a broad range of members and accept any one over the age of 18 including:

- Those who are NEET.
- People from minority backgrounds.
- People who are in full time employment.
- Volunteers.

Mill creatives recognizes and firmly believes that all discrimination on the grounds of gender, race, religion, age, disability or sexual preference is unjust and sometimes unlawful and that it occurs at individual, institutional and societal levels. In working to avoid discrimination in our community, we are committed, as individuals and as an organization, to a policy of equality of opportunity; in the management, running and membership of Mill creatives.

We are committed to the belief that equality can only be achieved through active promotion of an Equal Opportunities Policy to counter the effects of discrimination and disadvantage. We believe that genuine equality requires a commitment to the policy from everyone, including members and management. The Equality and Diversity Policy underpins all our other policies and procedures.

The overall aim of this policy is to:

- Eliminate unlawful discrimination.
- Ensure that we treat all individuals fairly, with dignity and respect.
- Promote equality of opportunity.
- Promote equality of access.
- Provide a safe, supportive and welcoming community - for management, for members, for volunteers and for freelancers/employees alike.
- Integrate our values into our work and projects.

This policy applies to every committee member, member, volunteer, freelancer /employee or person connected with Mill creatives, and to the services we provide. All members of the organization must abide by this policy - any failure to comply could/will result in removal from the community.

Implementing the policy.

We will do our best to make our Equality and Diversity Policy fully effective by:

- Actively promoting it.
- Regularly monitoring and reviewing all selection criteria and changing if it results in unfair discrimination.
- Making sure that all management, members, volunteers, freelancers/employees know about this policy by making it publicly available on the website and actively and methodically advising reading of it.

We are committed to providing equal opportunities in members opportunities, demonstrating that we value the diversity of the management and members.

In order to ensure that equality underpins all aspects of our policies, procedures and practices, we will:

- Do our best not to unfairly discriminate against any member.
- Do our best to treat all members and new members fairly in relation to all our policies and procedures and to meet any reasonable and appropriate additional needs they may have.
- Value and respect the identities and cultures of our management and members, partners and clients.
- Do everything we can to work towards a community that is free from discrimination, bullying and harassment and will act promptly on any complaints of discrimination, bullying, harassment or victimization.
- Provide a safe online community.
- Make the community, and information about Mill Creatives, as accessible as we can for all our management and members.
- Give our members clear information about projects and encourage all members to reach their full potential.
- Continue to develop good practice and procedures over and above those required by legislation.
- Take responsibility for implementing the policy.

Users can expect Mill creatives to aim to:

- Design and deliver appropriate, accessible and effective services to all members of the community.
- Work in partnership with others to promote equality and diversity.
- Make sure that we provide services that comply with relevant legislation and statutory codes of practice.

The committee members have lead responsibility for implementing and monitoring this policy, but all members have a responsibility to work from it in all areas of their work, individually and collectively. Mill creatives committee members will monitor this policy regularly to assess how effective it is being implemented across the organization.

Members must make sure they do not:

- Discriminate against anyone.
- Persuade or pressure another member to discriminate.
- Harass, bully or abuse other members or the public for any reason.
- Condone harassment.
- If anyone witnesses a discriminatory incident within the community, they have a duty of care to others to challenge such behavior and practice by bringing it to the attention of the committee.
- If a member does not follow these and other requirements of the Equality and Diversity Policy, we will usually deal with it by removing their membership.

Grievance procedure.

Mill creatives will not tolerate any form of bully, harassment or discrimination. We give management and members the freedom to complain if they feel unfairly treated. Committee members, members, volunteers, freelancers/employees and anyone

involved with Mill creatives projects are welcomed to an open minded community and will have the freedom to make complaints. We endeavor to work in such a way that if a complaint/allegation is made, our procedure for dealing with it will be a safe and comfortable one for all parties.

- All complaints must be put in writing.
- There is the opportunity to discuss with any of the committee members in person the complaint. However, immediately after a written record of any complaint must be made.
- All complaints will be subject to review by no less than 2 members of the committee. Plus one external advisor
- The committee will actively seek further outside and/or official guidance for dealing with the complaint as required.

We will take appropriate action, using agreed procedures, if there are any breaches of this policy; Providing guidance, particularly for committee members, to make sure that they understand this policy and their legal responsibilities.

Mill creatives will review this Policy, at least annually, to ensure it is appropriate and responsive to relevant legislation. Amendments to the Policy and Scheme will be made, where appropriate, in the light of experience or changes in guidance and/or legislation.