



# Equal Opportunities Policy

(updated July 2017)

Fèis Rois  
16-17 High Street  
Dingwall  
IV15 9RU  
feisrois.org

**Purpose of Policy:** The organisation is committed to equality of opportunity in employment and in participation for all who come into contact with the organisation, whether as employees, applicants, volunteers or participants.

## **Equal Opportunities Policy Statement**

### **Section 1: Employment of Staff, Contract Workers & Tutors**

1.1 Fèis Rois undertakes to treat all applicants for positions within the organisation fairly. The organisation is committed to ensuring that individuals are selected on the basis of relevant merits and abilities.

1.2 Fèis Rois aims to ensure that no potential or actual employee, contract worker, tutor or volunteer receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, gender, sexual orientation, disability, having or not having dependants, or religious beliefs.

1.3 Fèis Rois operates a policy on the recruitment of ex-offenders, which aims to ensure that all applicants for positions within the organisation are treated fairly. This is enclosed as Appendix 1 to this policy.

1.4 With regard to 1.3, any information disclosed to Fèis Rois will be handled under the terms of the organisation's Policy on Secure Handling, Use, Storage and Retention of Disclosure Information. This is enclosed as Appendix 2 to this policy.

1.5 It is a contractual obligation on the part of all staff to accept responsibility for ensuring that fair employment practices are applied, but specific responsibilities fall upon the Chief Executive Officer and Board members involved in recruitment, and staff involved in employee administration.

1.6 Any employee who believes that s/he has been treated unfairly may raise the matter with the Chief Executive Officer of Fèis Rois, or the Chairperson, if the Chief Executive Officer is involved. It is important that employees should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously. All complaints will receive prompt attention and be properly investigated. Fèis Rois will seek to resolve them as quickly as possible.

### **Section 2: Participants in Fèis Rois Activities**

2.1 Fèis Rois is committed to equality of opportunity in the access granted to participants in events run by the organisation, or on the organisation's behalf.

2.2 The organisation is committed to ensuring that individuals who wish to take part, can participate in any event run by Fèis Rois - regardless of race, colour, ethnic or national origins, marital status, age, sex, sexual orientation, gender-reassignment, disability or religious beliefs.

2.3 It is the duty of all staff to ensure that fairness of access and opportunity are applied. However specific responsibilities fall upon the Chief Executive and Board members involved in organising events.

2.4 In the case of unfair treatment regarding a Fèis Rois event, the matter may be raised with the Chief Executive of Fèis Rois, or the Chairperson, if the Chief Executive is involved.

### **Section 3: The Policy in Practice**

3.1 Fèis Rois is committed to making this policy properly effective and will regularly review its effectiveness through evaluation of events and reviewing practices with regard to recruitment and marketing of events.

3.2 The organisation will not tolerate unfair discrimination against any member of staff, a job applicant, a contractor, a tutor, or a participant, by a Fèis Rois employee or by someone appointed to the service of Fèis Rois. The organisation will investigate any matters brought to its attention and will take action where appropriate to do so.

3.3 It is important that employees should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously. All complaints will receive prompt attention and will be properly investigated. We will seek to resolve them as quickly as possible.

3.4 Anybody who would like to suggest changes to the policy or has comments as to how its effectiveness could be improved, should write in the first instance to: The Chief Executive, Fèis Rois, 16-17 High Street, Dingwall, IV15 9RU.

## **Appendix 1**

**Fèis Rois Policy on the Recruitment of Ex-offenders In accordance with the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997, for registered persons and other recipients of Disclosure Information, Fèis Rois will ensure the following practice:**

1 Fèis Rois undertakes to treat all applicants for positions within the organisation fairly, and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed. Information collected will be held under current data protection legislation and confidentiality maintained.

2 Fèis Rois will only request a Standard or Enhanced Disclosure where it is necessary and relevant to the position sought.

3 Where a position requires a disclosure, Fèis Rois will make this clear on the application form, job advert and any other information provided about the post. This policy will be made available to applicants at the outset of the recruitment process.

4 At interview, Fèis Rois will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

5 At interview or when receiving a Disclosure which shows a conviction, Fèis Rois will take into consideration:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place

6 Fèis Rois will ensure that all staff involved in the recruitment process are aware of this process and have received relevant training and support.

7 Fèis Rois undertake to make copies of the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997 available to any applicant for posts with Fèis Rois that require a disclosure.

8 Fèis Rois aims through its Equal Opportunities Policy of which this is a part, to ensure that all applicants for positions within the organisation are fairly treated.

## Appendix 2

**Fèis Rois Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information In accordance with the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997, for registered persons and other recipients of Disclosure Information, Fèis Rois will ensure the following practice:**

1 Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.

2 Fèis Rois will ensure that an individual's consent is given before seeking a disclosure and will seek their consent before disclosing information for any purpose other than recruitment.

3 Disclosure information will only be shared with those authorised to see it in the course of their duties.

4 Where additional disclosure information is provided to Fèis Rois and not to the disclosure applicant, Fèis Rois will not disclose this information to the applicant but will inform them of the fact that additional information has been provided, should this information affect the recruitment process.

5 Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.

6 Disclosure information will be destroyed by shredding.

7 No image or photocopy of the disclosure information will be made, however the following details will be retained:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

8 Fèis Rois will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.

9 Fèis Rois undertake to make a copy of this policy and the Code of Practice published by the Scottish Ministers under section 122 of the Police Act 1997 available to any applicant for a post within Fèis Rois that requires a disclosure.

10 Fèis Rois aims through their Equal Opportunities Policy of which this is a part, to ensure that all applicants for positions within the organisation are fairly treated.