



BRIT WRITERS' AWARDS EQUAL OPPORTUNITY AND DIVERSITY POLICY

1.0 Introduction

- 1.1 The organisation behind the Brit Writers' Awards, Brit Writers Ltd, is committed to working towards the elimination of racial discrimination and to promoting equality of opportunity and good race relations between persons of different racial groups.
- 1.2 It is essential that this policy is seen by members and staff as paramount in the conduct of affairs of the Brit Writers' Awards (the BWA), including all aspects of its work and employment with the company.
- 1.3 The BWA will ensure that in the practice and implementation of this policy, the requirements of the following enactments are strictly complied with:
 - Sex Discrimination Act 1975
 - Race relations Act 1976 (Amendment) Regulations 2003
 - Race Relations Act 1976
 - Equal Pay Act 1970 and Amendment Regulations 1983
 - Disability Discrimination Act 1995
 - Religion and Belief Regulations 2003
 - Sexual Orientation Regulations 2003
 - Equality Act 2006
 - Employment Equality (Age) Regulations 2006
- 1.4 All employees of the BWA will be afforded equal opportunities in accordance with the principles of the relevant legislation referred to above irrespective of their colour, race, nationality, ethnic origins, gender, marital status, sexual orientation, age, disability or religion.
- 1.5 In accordance with this policy, good practice must be adhered to by implementing equal opportunities in recruitment, selection and employment procedures in the day-to-day running of the BWA and its committees and sub-committees, when making policy decisions in all areas of work, and when providing advice, assistance, representation and other services to the public.
- 1.6 The BWA is an anti-racist organisation committed to the promotion of equal opportunities and the elimination of racial discrimination of any kind.
- 1.7 In relation to employment, the BWA will develop and implement anti-racist strategies and positive action programmes, and promote these policies throughout its spheres of influence. The BWA will also seek to redress the balance in lawful ways towards all peoples, irrespective of their colour, race, nationality, ethnic origins, gender, marital status, sexual orientation, age, disability or religion.
- 1.8 The BWA will endeavour to establish a broad base for consultation in order to identify priorities and needs reflected by black and ethnic minority communities at large, in all campaign work, and to maintain the principles of this policy referred to herein.

2.0 Application

2.1 This policy applies to:

- a) the employment of all BWA funded employees.
- b) all aspects of promotional, educational and campaigning functions of the BWA
- c) all members and affiliated organisations or their representatives.

2.2 In relation to employment, the BWA shall apply employment procedures and practices and monitor strictly in accordance with the following and all other relevant legislation including such other amendments to those Acts as might be brought into effect by parliament:

- Sex Discrimination Act 1975
- Race relations Act 1976 (Amendment) Regulations 2003
- Race Relations Act 1976
- Equal Pay Act 1970 and Amendment Regulations 1983
- Disability Discrimination Act 1995
- Religion and Belief Regulations 2003
- Sexual Orientation Regulations 2003
- Equality Act 2006
- Employment Equality (Age) Regulations 2006

3.0 Method

3.1 The BWA will implement an equal opportunities policy in service delivery by:

- a) means of its core activities.
- b) consulting with community groups and individuals in the 'area of benefit' about service provision relevant to their needs.
- c) encouraging and supporting other local organisations to deal with inequality and discrimination.
- d) ensuring that information and publicity materials produced are accessible to all sections of the community.
- c) preparing and implementing action plans to promote equal opportunities in service delivery and to establish a complaints procedure, and to take action to improve services in the light of complaints made.
- d) encouraging all employees through agreed procedures, without fear of recrimination, to take up any breach of equal opportunities, while developing and implementing a monitoring policy agreed by staff and committee members.
- g) reviewing existing services provided in terms of their accessibility, availability and appropriateness, while ensuring that the use of the service on a day-to-day basis is monitored through the collection of appropriate data.
- h) engaging in activity with young people in particular.
- i) ensuring that publicity and communication materials are clear and understandable (in plain English) and without offensive language or images, available in community languages, English, sign language, audio tapes or Braille wherever possible.
- j) adopting all appropriate systems of record-keeping and monitoring which include comprehensive data on age, disability, ethnic origin and gender.

- k) developing and implementing its own racial and sexual harassment policy and to communicate to its staff and committee members their responsibilities under the law and the behaviour that is expected of them in accordance with the law.

4.0 Review

- 4.1 This document was approved by the BWA on 20 April 2009. It will be reviewed on an annual basis by the Chief Executive, with the next date of review scheduled for April 2010.