

**Slough Music Service embraces its obligations towards equal opportunities in all its activity.**

This means we make sure that every person (child, parent/carer, employee or any other person engaging with us) will not be disadvantaged because of their gender (including gender reassignment) pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation, religion or belief, age, disability or social circumstances.

We believe that everyone has equal rights to use our services, and the right to work in an environment free of discrimination, harassment, vilification, and victimization.

### **Discrimination**

We will not tolerate direct or indirect discrimination based on any grounds

**Direct discrimination** is when you are treated less favourably because of your sex, disability or other protected characteristic previously mentioned.

**Indirect discrimination** is when you are treated the same way as everyone else but you do not or cannot comply with a rule, condition or requirement that applies to everyone because of your circumstances, and a higher proportion of people who do not have that characteristic do or can comply with it, and there is no valid reason for the rule or requirement. However, it would not be indirect discrimination if we can give a valid reason for such a requirement.

### **Harassment**

Harassment is behaviour that is not welcome, not asked for and not returned, and which is likely to cause discomfort by humiliating, seriously embarrassing, offending or intimidating someone.

Individuals are responsible for their own actions and should not engage in potentially offensive behaviour. It is not necessary for the person being harassed to have to tell you that they were humiliated or offended by the behaviour.

### **Vilification**

Vilification is any activity in public that incites hatred, serious ridicule or contempt of a person because of their disability. Where such behaviour includes threats of harm or property damage, it may constitute serious vilification, which is a criminal offence.

### **Victimisation**

We won't disadvantage you for complaining about unlawful conduct in this workplace or for helping someone else to do so. We take reports of discrimination, harassment, vilification and victimisation very seriously and will handle such complaints as quickly, confidentially and fairly as possible.

### **Who this policy covers**

This policy covers staff of Slough Music Service, who will investigate and if sufficient grounds for complaint are found, will be subject to our disciplinary procedure.

The contents of this policy will also be applied to all persons (pupils, parents/carers etc) who engage with us, who will be expected to abide by these principles when engaging with our staff.

### **What this policy covers**

This policy covers (but not exclusively):

- Provision of goods, services and facilities
- Students' progress, attainment and assessment.
- Behaviour, discipline and exclusions.
- Students' personal development and pastoral care.
- Teaching and Learning.
- Attendance.
- The content of the curriculum.
- Staff recruitment and professional development.
- Partnerships with parents and communities.
- Advertising for job vacancies
- Recruitment
- Training and development opportunities
- Work allocation
- Shifts, rosters, hours of work and overtime
- Salary levels and packages
- Leave arrangements
- Pregnancy arrangements and associated leave
- Performance assessment
- Disciplinary procedures
- Restructuring
- Dismissal, redundancy and termination of employment

### **Resolving problems**

If you feel you are being unlawfully discriminated against, harassed, vilified or victimized, we would like you to tell us as soon as possible so we can resolve the issue or problem at the earliest opportunity.

We will investigate your complaint according to our Complaints (public) or Grievance (employees) Procedures, and if upheld will be dealt with under other relevant policies (eg Disciplinary Procedures).

We won't victimise you for speaking out and will not allow any employee of this company to do so.

Employees found to have engaged in unlawful behaviour may be disciplined and, in serious cases, dismissed.

Members of the public found to have discriminated against our staff will be reported to the relevant authorities including Slough Borough Council and the police.