



## **ANSTRUTHER IMPROVEMENTS ASSOCIATION**

### **EQUAL OPPORTUNITIES, ACCESS & SOCIAL JUSTICE POLICY**

#### **Equal opportunities**

For its members, users and visitors the Anstruther Improvements Association (AIA) aims to:

- Provide equality of access to all sections of members, users, visitors and associates, recognising the needs of those listed as protected characteristics in the Equality Act 2010, i.e. there will be no discrimination on the grounds of age, disability, gender, pregnancy, maternity needs, race, religion or belief, sex, sexual orientation.
- Consult with groups representing the characteristics identified in the Equality Act 2010.
- Establish whether their interests in the AIA are being adequately catered for.
- Cater for those who are not from the local area, or Scotland, and for those whose first language is not English.
- Invite comments and complaints on all aspects of the AIA's service, ensuring that there is a satisfactory procedure in place for dealing with them and taking necessary action.

As an employer, the AIA is committed to a policy of equality of opportunity in its employment practices. The AIA aims to:

- Ensure that there is no discrimination in employment, recruitment, training, promotion, disciplinary procedures, or industrial relations.
- In particular, the AIA aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, disability, gender, pregnancy, maternity needs, race, religion or belief, sex, sexual orientation, political belief, trade union activity, responsibility for dependents or employment status.
- Ensure that members of staff who come into contact with members of the public treat everyone they come across with dignity and respect.
- Ensure that all members of staff understand the AIA's correct procedures in reporting complaints of harassment or unequal treatment. It is the duty of all employees to accept their personal responsibility for the practical application of the policy, but at the same time the AIA acknowledges that specific responsibilities fall upon those involved in recruitment and employee administration.
- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in procedures.

For its trustees and volunteers, the AIA is committed to a policy of equality of opportunity in all aspects of its interactions. The AIA aims to:

- Ensure that there is no discrimination in its interactions with trustees and volunteers. In particular, the AIA aims to ensure that no potential or actual trustee or volunteer receives more or less favourable treatment on the basis of age, disability, gender, pregnancy, maternity needs, race, religion or belief, sex, sexual orientation.
- Ensure that all trustees and volunteers understand the AIA's correct procedures in reporting complaints of harassment or unequal treatment. It is the duty of all trustees and volunteers to accept their personal responsibility for the practical application of the policy, but at the same time the AIA acknowledges that specific responsibilities fall upon those involved in recruitment and employee administration.
- Ensure that there is adequate provision for trustees and volunteers to submit their suggestions for improvements in procedures.

### **Access & Social Justice**

The AIA recognises that it is important to give full consideration to the needs of all individuals and groups within society, particularly those who find themselves marginalized or even excluded from social, cultural and economic life by physical, mental, educational or economic disadvantage.

For its members, users and visitors the AIA will:

- Consult local groups to establish whether their interests in the AIA are being adequately catered for.
- Cater for those who are not from the local area, or Scotland, and for those whose first language is not English.
- Invite comments and complaints on all aspects of the AIA's service in terms of access, ensuring that there is a satisfactory procedure in place for dealing with them and taking necessary action.
- Ensure that its marketing and publicity services recognise the importance of targeting sections of the population that may be under-represented in the types of community events and activities that the AIA offers.

As an employer, the AIA is committed to a policy of equality of access in its employment practices, and will:

- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in procedures.

With regard to access and events etc. in the Dreel Halls and other venues, the AIA will endeavour to:

- Provide and maintain accessible entry to the premises within the historical and physical constraints of the premises.

- Ensure that all new developments, or upgrading of areas of the current premises, are made accessible to all visitors, as far as is practically possible.
- Provide clear information and signage about physical access and how to get around the building.
- Plan and deliver events and exhibitions with an awareness of the needs of people with all types of physical impairment, e.g. hearing, speech and sight impairment as well as mobility difficulties.
- Communicate appropriately with those who have a variety of communication needs.

With regard to Learning Disability, the AIA will endeavour to:

- Provide printed material that is clear and available for members, users and visitors with a variety of needs and learning styles.
- Raise awareness of staff, volunteers and trustees and seek to address as far as possible the learning difficulties of some of its members, users and visitors.
- Adjust the website so it is accessible to users.

#### **Principal practical implications for staff, volunteers and trustees**

Maintain procedures for

- consideration of and action following comments and complaints
- consideration of and action following staff, trustee and volunteer suggestions.

Undertake an access audit on a regular planned basis.