

**The Yorke Trust
Equal Opportunities Policy
2013**

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1.0 INTRODUCTION

- 1.1 The Yorke Trust was established to promote high quality musical education to talented young people in North Norfolk, which is classified as an area of rural deprivation, and beyond.
- 1.2 This includes young people who are often put at a disadvantage because the area they live in lacks access to musical education and facilities.
- 1.3 The Yorke Trust believes in respect for persons regardless of race, age, religion, previous criminal convictions, marital status, gender, gender identity, class, sexual orientation, and physical, mental or learning disability.
- 1.4 The Yorke Trust insists that this respect is translated into every aspect of its activities, in the education which it provides, and in how its employees and students conduct themselves.
- 1.5 Equal opportunity is about good education, training and assessment practices.
- 1.6 It is both a LEGAL requirement and the policy of the Yorke Trust to take all steps to promote equal opportunity in all aspects of musical education, training and assessment, and in particular:
 - Selection of students and recruitment of employees;
 - Assessments of musical competence;
 - Promotion of students.
- 1.7 In decisions regarding education, training and promotion, the criteria used will be solely those relevant to the requirements of the post.
- 1.8 The Yorke Trust will ensure that no individual or particular group is unduly directed towards or excluded from particular education or promotion (with the exception of the positive discrimination legally permissible in certain circumstances).
- 1.9 Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated because of their relevant talents and abilities.
- 1.10 Any external agency, organisation or person conducting activity on behalf of The Yorke Trust for our students / employees will be expected to adhere to this policy.
- 1.11 It is the personal responsibility of every student / employee to implement this policy. Every student / employee will therefore be expected to conduct themselves in compliance with this policy and to report any instances of non-compliance by another student / employee. Failure to

comply with the above will lead to disciplinary action being taken against the individual(s) concerned.

1.12 If any student / employee is unsure about the application of the policy, they should contact the Chairman for clarification.

1.13 Any student / employee may use the grievance procedure to complain about disciplinary conduct.

2.0 BULLYING

2.1 Bullying in any form, including physical, psychological and / or emotional will constitute a serious disciplinary offence. Persistent bullying directed towards the same or different individuals will be deemed to constitute gross misconduct and result in summary dismissal.

3.0 DISCIPLINE

3.1 Any student / employee who harasses or discriminates against another student / employee on the grounds of race, religion, age, previous criminal convictions, marital status, gender, gender identity, class, sexual orientation and physical, mental or learning ability will be subject to the company's disciplinary procedure.

3.2 The Chairman will have overall responsibility for ensuring the implementation of this policy.

4.0 MONITORING

4.1 The codes of practice produced by the Commission for Racial Equality, the Equal Opportunities Commission and the National Disability Council advocate the regular monitoring of the effectiveness of equal opportunities practice.

5.0 POSITIVE ACTION

5.1 Except with regard to people with disabilities, it is unlawful to discriminate positively i.e. to make one person's advantage another person's disadvantage. However it is lawful to take positive action to encourage people from discriminated-against groups to participate in musical education.