

# Theory of Music Limited

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## Equal Opportunities Policy

### 1. Introduction

Theory of Music Limited was incorporated in June 2016 as a company limited by guarantee.

The company has the following object: to advance education in the subject of music and in subjects related to music.

### 2. Equal Opportunities Policy

Theory of Music Limited's equal opportunities policy is outlined in 2.1.- 2.5.

#### 2.1. Compliance with equal opportunities legislation

This equal opportunities policy applies specifically to discrimination and equality of opportunity in respect of protected characteristics as defined in the Equalities Act 2010:

- Age
- Disability
- Race
- Sex
- Religion or cultural beliefs
- Gender reassignment
- Marital status and civil partnership
- Sexual orientation
- Pregnancy and maternity

#### 2.2. Who this equal opportunities policy applies to

This equal opportunities policy applies to the board of directors of Theory of Music Limited, the company's paid staff and anyone who works for the company in a voluntary capacity. It also applies to contractors employed by Theory of Music Limited. Theory of Music Limited will only employ contractors who act in accordance with this equal opportunities policy and with the Equalities Act 2010.

#### 2.3. Implementation

This equal opportunities policy will be implemented across all aspects of Theory of Music Limited's work including but not limited to:

- appointments to the board of directors
- the appointment of paid staff, their conditions of service and employment procedures
- the recruitment and management of volunteers
- all dealings with the public and other stakeholders

All policies and procedures of the company will comply with the Equalities Act 2010.

Some examples of how the Equalities Act 2010 will be applied by Theory of Music Limited are listed below. These examples are for illustrative purposes only and are not intended to provide a complete list of how Theory of Music Limited will comply with the Equalities Act 2010.

## **2.4. Use of language**

The company's directors and staff (whether paid or voluntary) should avoid and challenge the use of language which in any way belittles anyone.

Where language used has a negative personal impact on others and it has been made clear to the person using the language that their use of such language is unwelcome or offensive, disciplinary action will be taken if the person using offensive language continues to do so.

All materials used or developed by Theory of Music Limited will be judged in the light of the promotion of equal opportunities, and those considered to be unfairly discriminatory will not be used.

## **2.5. Sexual harassment**

No volunteer or paid member of staff should be subject to sexual harassment.

Sexual harassment is taken to mean unwanted behaviour of a sexual nature including:

- verbal sexual abuse
- unwanted or inappropriate physical contact
- repeated remarks of a sexual nature which someone finds offensive

If it has been made clear to the person behaving in a way considered to be offensive that their behaviour is unwelcome, and they persist with their offensive behaviour, then the paid member of staff or volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

## **3. Responsibility for implementing this equal opportunities policy**

Everyone working on behalf of, or employed by Theory of Music Limited shall be actively encouraged to act in accordance with this equal opportunities policy.

The board of directors of the company has overall responsibility for the effective implementation of this equal opportunities policy.

Theory of Music Limited will bring the existence of this equal opportunities policy to the attention of everyone working on behalf of the company or employed by it. The company will provide such training as is necessary to ensure that this equal opportunities policy is effective and that all stakeholders are aware of it.

If a paid member of staff or volunteer feels that they have been or are being discriminated against they are entitled to pursue the matter with the board of directors. All instances or complaints of discriminatory behaviour will be treated seriously by the board of directors.

## **4. Monitoring and review of this equal opportunities policy**

The implementation of this policy will be regularly reviewed by the board of directors to ensure that no one working for or on behalf of Theory of Music Limited is disadvantaged directly or indirectly. This review will apply to the practices of paid staff and volunteers, the composition of the board of directors and contractors employed by Theory of Music Limited.

The board of directors will review this policy annually.

Adopted on: 25 November 2016

Review date: 25 November 2017

END