



Hear My Music - Equality Diversity & Inclusion Policy

Hear My Music is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is in our best interests to promote diversity and eliminate discrimination in the workplace. This policy applies to freelancers, employees, volunteers, and job applicants, who will collectively be referred to as relevant individuals.

Our aim is to ensure that all relevant individuals are given equal opportunity and that our organisation is representative of all sections of society. Each relevant individual will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, gender, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, skin colour, national origin, nationality, religion or belief, sexual identity, support needs/disability, or caring responsibilities. We are strongly opposed to all forms of unlawful and unfair discrimination.

All relevant individuals no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Hear My Music selects relevant individuals for employment, promotion, training, or any other benefit, it will only be on the basis of their aptitude and ability.

All relevant individuals will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Our commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which Hear My Music believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage relevant individuals to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

Hear My Music will inform all relevant individuals that an Equality and Diversity Policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, and learners.

Hear My Music's Equality and Diversity Policy is fully supported by senior management **and has been agreed with trade unions and/or employee representatives.**

Equal opportunities practice is developing constantly as social attitudes and legislation change. Our policy will be monitored and reviewed biennially to ensure that equality and diversity is continually promoted in the workplace.

January 2023