**Sevenoaks District Arts Council Equality and Diversity Policy.**

**About Us**

The Executive Committee meet bi-monthly, either in person or by electronic means. In addition, we hold an AGM, annually and our meetings are held in places which are accessible for wheelchair users and any person with mobility difficulties. Disabled parking is also available. The SDAC have a President and two Vice-Presidents along with an elected Chairman and Vice-Chairman, Treasurer, Secretary, Applications Secretary and a Membership Secretary. We currently have a committee of ten. The Chairman currently is an SDC Councillor and others are drawn from the groups affiliated to us. Our President, Vice-Presidents and committee are elected annually and, in addition, we have SDC and Town Councillor representatives who receive our minutes and agendas and who may attend meetings.

**Equality.**

We aim to have an atmosphere of friendship, respect and care for each other. In particular, we aim to treat every member equally; regardless of their age, disability, marriage or civil partnership, pregnancy, race, religion or belief, gender or sexual orientation.

**Accessibility.**

We are committed to ensuring that all our affiliated members are kept up-to-date by producing a regular Newsletter in which all groups can advertise their events. In addition, all the representatives of those affiliated groups have emails which we use frequently to keep everyone in touch. We also have an excellent website, sevenoaksdistrictartscouncil@sdac.com which covers a wide range of topics and we are currently engaged in promoting ourselves and our affiliated groups around the District. Our Chairman and Executive Committee members attend many of the activities which these groups are engaged in and make ourselves known. All groups are aware that they may apply for either grants or underwriting via our Applications Secretary and, where appropriate, we can help with equipment and loss of items in storage.

**Diversity & Inclusion**

We represent all our affiliated members. We are open to new ideas and will, through consultation, encourage and help our affiliated groups to extend and publicize their work as mentioned previously.

All affiliated groups representatives and members will be made to feel welcome at our AGM and also in our responses for advice or help regardless of their age, ethnicity, racial heritage,, colour, abilities, religion, socio-economic status, culture, sexual orientation and gender. Any inflammatory remarks and behaviour will not be accepted. These constitute harassment and have no place in any of our meetings and will be challenged.

**Dealing with discrimination and harassment.**

If any person feels they have been discriminated against by a member of this committee they should raise this with another member of the committee.

The Executive Committee will investigate the complaint and listen to the individual or individuals involved. If the complaint is against an individualExecutive committee member, this person will not be part of the investigative process.

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have the opportunity to express their view

If the complaint is about the SDAC as a whole, and is upheld, the Executive Committee must work to ensure that such a discrimination is not repeated in the future. The affiliated groups will be informed of the outcome. The Executive Committee will always support people who feel they have been harassed or discriminated against and will not treat them less well because they have raised this.

**This policy was adopted at a meeting of the SDAC on and will be reviewed every two years.**