



+44(0)1604 638944  
info@nncontemporaryart.org  
www.nncontemporaryart.org

24 Guildhall Road  
Northampton  
NN1 1DP, UK

## **NORTHAMPTON ARTS COLLECTIVE LIMITED**

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## **NN Equal Opportunities and Diversity Policy**

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## 1. Context

Northampton Arts Collective is an organisation based at NN. NN is a contemporary arts space located in the centre of Northampton. The building currently houses artist studios, a project space, an education workspace and offices for staff members. The organisation is also looking to develop a gallery space and civic reading room.

## 2. Policy Statement

The Northampton Arts Collective Limited (NAC or 'the Company') is committed to the principles of equal opportunity for all employees, applicants and contacts of the Company and specifically prohibits discrimination of every type.

This document sets out the Company's policy on equality and diversity for its staff, volunteers and those who use our services. It underpins our internal Code of Practice on equal opportunities and reinforces our determination to make this organisation as diverse as possible. The aim of the policy is to ensure that all employees, potential employees, volunteers and visitors are treated in a fair and equitable manner regardless of their age, disability, marital status, family responsibility, race, colour, ethnic background, nationality, religion or belief, gender, gender identity or sexual orientation.

The Company extends this positive attitude in respect of equality and diversity to our contractors, service users and the community.

This policy defines who has responsibility for equal opportunities and the procedure for dealing with complaints of discrimination.

We expect all employees irrespective of position to comply in every respect with this policy at all times.

## 3. Why NAC is committed to Equal Opportunities

NAC recognises that an equal opportunities policy ensures the effective use of human resources. Our policy is to ensure that all persons are treated fairly irrespective of their colour, sex, race, marital status, sexual orientation, age or youth, religion, political beliefs, physical or mental status or

factors such as pregnancy and maternity. The Company is committed to the development and use of employment procedures and practices that do not discriminate and which provide genuine equality of opportunity for all employees.

As an employer NAC recognises that it has a legal responsibility to ensure that there is no unlawful discrimination within the organisation and will take necessary measures to promote equality of opportunity. In addition to recognising its own responsibilities, the Company will make its employees aware that they too have a responsibility for equal opportunity and must take positive steps to address any form of harassment. Its aim is to maximise the valuable talent and potential and eliminate any unconscious bias, prejudice and stereotyping in the workplace.

#### **4. The Aims of this Policy**

To ensure all staff and volunteers are afforded equal opportunity.

To provide a fair structure of Policies and Procedures including Recruitment and Selection, Training, Disciplinary Policy and Procedures and Harassment.

To attract a diverse workforce and utilise the skills, knowledge and abilities available.

To create a positive image as an employer and service provider.

Increase performance and efficiency, and prevent disciplinary and grievance cases.

To recognise the diversity of the visitors to NN and their diverse backgrounds, culture and needs to ensure that services are delivered appropriately to maximise participation by all.

Endeavour to remove any barriers to access the services we provide to meet the needs of a diverse and changing environment.

#### **5. Responsibility for Equal Opportunities**

The Committee Members of the Company are committed to the Equal Opportunity policy and will ensure that this policy is implemented and maintained within the Company. Day to day responsibility for its operation will be the responsibility of the Committee Members. All line managers are expected to take positive steps to raise the awareness of equal opportunities and

employees of the Company are responsible on an individual basis to ensure that they act in accordance with this policy.

## 6. Recruitment

As an organisation NAC will ensure that all those involved with the process of recruitment, selection, promotion, training and dismissal are aware of and abide by this policy. It recognises that selection for recruitment and promotion must be on merit and whilst it will encourage applications from minority groups it will avoid any positive discrimination. Any advertisement will only include those essential and desirable requirements that are pertinent to the job.

Job descriptions and person specifications will be prepared for all vacant posts. The job description sets out the specific duties of the job and the person specification sets out the skills, qualifications, knowledge and personal qualities which are necessary to perform those duties. Any reference to specific qualifications should be included only where they are directly relevant to the job and will be followed by reference to the fact that equivalent or alternative qualifications are acceptable. If selection tests are used then they will be specifically related to the job requirements and measure an individual's ability to do or train for the job.

The interview is designed to assess each candidate's capabilities in relation to the requirements of the job. Questions should relate to the requirements of the job and where it is necessary to assess whether personal circumstances will affect the performance of the job this should be discussed objectively and avoiding any assumptions.

## 7. Complaints Procedure

Any employee who feels that they have been treated unfairly with regard to any aspect of their work, or believes that they have been the victim of some type of harassment, is requested to direct their complaints in the first instance to their Line Manager or, if this is not appropriate, the Committee Members. If the issue remains unresolved the matter will be escalated to the Operations Director of the Company. The employee needs to make a note of the time, place and content of the events, and of any others present who might be prepared to act as witnesses and to make this information available when lodging their complaint. Once a complaint has been made, the Company's Grievance Procedure will be followed (please refer to the Grievance Policy). No formal action will be taken without the cooperation of the employee who made the complaint.



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Any employee found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Company policy, any employee offending will be dealt with under the disciplinary procedure. An employee repeating any act of discrimination may be dismissed from the Company.

## **8. Maintenance of Systems**

This policy should be reviewed annually to ensure it is in keeping with the current legislation. If an incident does occur, a new material is being used or a new process is being used then the policy should be reviewed immediately by a responsible person.