



# community albums

building better communities through music and media

## Equality Policy

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**Purpose of Policy:** This equality policy sets out Community Album's commitment to promote equality and diversity, and tackling discrimination. It applies to our partner organisations, service users, staff and volunteers. We believe in the rights and responsibilities of each individual, as set out in The Universal Declaration of Human Rights and The Convention on the Rights of a Child.

**About Us:** At Community Albums we have a passion for giving people a voice and creating positive change in the lives of individuals and communities. We do this by devising and delivering bespoke projects and programmes, for those wanting to use music and media to develop people and give communities a voice.

**Our Vision:** To see communities all over the world using music and media, giving them a voice and building relationships with each other through collaboration. Using music and media technology we aim to encourage networks of communities across developed and developing countries to share opinions and collaborate together on shared objectives, enabling them to explore their creative potential and to inspire, influence and effect change.

**Values:** Community Albums exists to serve the communities it is involved with. Therefore, Community Albums:

- Respects and values all people from whatever origin, background, political view or faith
- Has a strong moral and ethical code, which has its origins in biblical principals
- Is generous with its time and money
- Is concerned with the physical, spiritual and emotional wellbeing of its staff and clients
- Is committed to the development of people
- believe that it is better to serve than to be served.

We therefore seek to 'go the extra mile' and to treat people in the way we ourselves would want to be treated.

**Our Belief:** Community Albums is an organisation founded on Christian beliefs by Christians who believe that God is the heartbeat of the charity and His DNA runs through everything it does. Community Albums will respect the values of all stakeholders involved in our organisation, and expect this to be reciprocated. We believe that our vision will be achieved by working together with people and organisations of all faiths and none.

**Aiming for Equality:** Community Albums aims to create an environment in which:

- Everyone is equal despite their age, disability, sex, gender, sexual orientation, ethnic origin, race and religion or belief
- Our values are a reality
- Each person involved is able to speak up and have their voice heard
- Programmes will be designed to ensure that anyone participating can have full enjoyment, engagement, skill development and empowerment through them
- All activities positively address situations faced, even when working with people in circumstances of extreme marginalisation or vulnerability
- End products of activities (music, films, photography and other media) will actively encourage equality in communities in a constructive way that can lead to change
- All those involved will work together to achieve our vision and values
- Any form of bullying, discrimination or harassment will not be tolerated
- Follows UK law in regard to equal employments rights
- Any employee's rights and benefits will be clearly stated in their contract
- Equal opportunities will be sought for all, and a process of non-discrimination followed

### Putting Equality into practice:

Community Albums trustees are responsible for ensuring that this policy is implemented. We are demonstrating a commitment to the policy from the very top of your organisation, as the trustees will take the lead in its implementation. Each staff, volunteer and partner organisation will sign that they have read and understood the document.

Community Albums' trustees are willing to challenge and, if necessary, discipline anyone not following the policy. We encourage all stakeholders associated to challenge when anyone acts in a manner that does not adhere to this policy by contacting the board of trustees. Any breach of the policy, concerns or complaints should be highlighted to them as soon as possible. These will be discussed and relevant actions taken at the next trustees meeting (quarterly) or, if deemed necessary, an extra-ordinary meeting with trustees will be called.

The current Chairman of the Trustees Board is Elise Belcher.

The equality policy will be reviewed annually. It will be given to each new staff member or volunteer, and when each new partnership is confirmed, and monitored in appraisals or end of project feedback.

Current staff and trustees were involved in the drafting of the policy.

The policy will be promoted on the website, in trustee records, in funding applications and be accessible to staff, volunteers and partner organisation as they start their relationship with us.

This policy is reflected in our strategy as a charity.

**This policy was agreed by the Board of Trustees on:**

**Signed by:** *Elise Belcher*

**Name/Role:** *ELISE BELCHER, CHAIR.*

**This policy will be reviewed on:**