

EQUAL OPPORTUNITIES POLICY

Documentary Film Makers' Co-operative

October 2016

Equal Opportunities Policy

Statement of Intent

The aim of this policy is to communicate the commitment of the Documentary Film Makers' Co-operative (DFMC) to the promotion of equality of opportunity. The Documentary Film Makers' Co-operative is committed to the principles and practice of Equality.

The Documentary Film Makers' Co-operative recognises that there is a statutory duty under the NI Act 1998, to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and members of the group alike.

It is our policy to provide equality of membership and or paid or voluntary employment to all, irrespective of:

- ⤴ gender, including gender reassignment
- ⤴ marital or civil partnership status
- ⤴ having or not having dependents
- ⤴ religious belief or political opinion
- ⤴ race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- ⤴ disability
- ⤴ sexual orientation
- ⤴ age
- ⤴ spent criminal convictions

We are opposed to all forms of unlawful and unfair discrimination, including all forms of bullying and intimidation and the silencing of voices. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability and, as appropriate, in accordance with our Membership Criteria.

Our equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the creative scope of our projects and their efficient realisation. This approach we believe will strengthen our organisation as a whole.

All full-time, part-time, freelance and membership applications, opportunities for promotion, training and other benefits will be treated fairly on the basis of aptitude and ability.

Equality Commitments

We are committed to:

- ⤴ promoting equality of opportunity for all persons
- ⤴ promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- ⤴ preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- ⤴ fulfilling all our legal obligations under the equality legislation and associated codes of practice
- ⤴ complying with our own equal opportunities policy and associated policies
- ⤴ taking lawful affirmative or positive action, where appropriate

- ⌘ breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

This policy is fully supported by our Board of Directors and our members who agreed the policy on the **22nd January, 2012.**

Scope of our Equal Opportunities Policy

Our fundamental objective is to provide a harmonious and mutually supportive work environment where everyone, irrespective of their gender, sexual orientation, race, ethnicity or religious beliefs feels respected and whose ideas, needs and sensibilities are validated (although they may not be our own) and respected.

The Documentary Film Makers' Co-operative values the diversity of the local population. This policy underpins our resolve to ensure that our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

Our Commitments and Actions which will be Implemented

We are committed to taking the positive/affirmative actions required to enable the participation of our employees, volunteers and members such as adjusting timetables, facilitating communication and maximizing transparency.

We are committed to complying with all equality obligations under the various pieces of anti-discrimination legislation.

In addition to ensuring that all those who work with the DFMC are treated equally, we are committed to ensuring that the films we make promote the principles of equality and fairness. Our productions are carefully vetted to ensure they do not in anyway spread sentiments of hostility or violence against others or encourage anti-social or discriminatory behaviors.

Implementation Processes and Allocation of Responsibilities

The DFMC Board of Directors is responsible for ensuring the Equal Opportunities Policy is effectively implemented.

The Board of Directors will ensure all new employees and volunteers or any other person that contributes to the DFMC's work, are made aware of the contents of the DFMC's Equal Opportunities Policy, agree to abide with it and promote its application when coming into contact with others in the course of their work for the DFMC.¶

We expect all members to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- ⌘ Communicate the policy to members, employees and volunteers by issuing them with a copy of the policy.
- ⌘ Require all members, volunteers, contractors and other paid staff, including free-lancers, to abide with this policy and promote its application when coming into contact with others in the course of their work for the DFMC.¶
- ⌘ Documentary Film makers' Co-operative will provide personnel made responsible for recruitment and the vetting membership applications with the training needed to ensure that the DFMC does not consciously, or unconsciously discriminate in the selection or recruitment of applicants for membership of or work placements with the Co-operative.

- ✧ Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members.
- ✧ Incorporate equal opportunities notices into general communications practices (e.g. announcements, job / volunteer vacancies adverts, annual report at annual general meeting, notices and newsletters).
- ✧ Ensure that adequate resources are made available to fulfil the objectives of the policy.

We will only partner with organisations, and use subcontractors who agree to comply with our Equal Opportunities Policy.

How Complaints will be Dealt With

Complaints by DFMC Personnel

DFMC members or personnel who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the Board of Directors who will treat the complaint seriously and deal with it promptly and confidentially.

Any complaint will be immediately acknowledged in writing along with an explanation of how it will be assessed and the timeframe within which the DFMC will attempt to resolve the complaint.

We will actively address any infringement of this policy by any person working for the DFMC. We will dismiss anyone whose behaviour is found to have been discriminating or intimidating of someone in the course of their work for the DFMC, unless the discrimination has been unintended or a case of misunderstanding, in which case the person cleared of wrong-doing will be asked to offer an apology and, when possible, recompense to the injured person/s, and may be given a warning.

DFMC personnel including volunteers will be encouraged to report any concerns regarding the DFMC's failing in its commitment to promoting equal opportunities, to the Board of Directors who will carefully review the concerns and call upon expert advice if further clarifications are required.

Every effort will be made to ensure that members who make complaints will not be victimised. Victimisation will result in disciplinary action and may warrant dismissal.

Complaints from Members of the Public

All DFMC members, personnel, employees and volunteers are required to uphold the responsibilities outlined in the DFMC's full range of policies. Thorough adherence to the policies in conjunction will ensure the public is protected during all DFMCs work. Additionally, anyone who features in one of our films is asked to sign a Personal Consent Form upon being explained the purpose and proposed content of the film in which they are to appear.

In the event of the DFMC failing to meet its commitments to equality and non-discrimination, then it is possible that it may receive complaints from members of the public. Such complaints will be dealt with promptly and confidentially. The DFMC will seek legal advice if need be to ensure the complaint is professionally addressed and resolved without causing further discrimination, victimisation or loss to the plaintiff.

Monitoring and Review

The DFMC will review the application and content of its Equal Opportunities Policy at each 3-monthly General Meeting, even if no concern regarding its implementation has arisen between meetings. As enshrined in our Articles of Company Incorporation, all members of the DFMC are invited to attend our General Meetings, at which they are encouraged to raise any concerns they have about equal opportunities

and are given a vote on all matters requiring a decision regarding the revision and application of the DFMC's Equal Opportunities Policy.

Declaration

On behalf of **Documentary Film Makers' Co-operative** we, the undersigned, will oversee the implementation of the **Equal Opportunities Policy** and take all necessary steps to ensure it is adhered to.

Signed: Name: Nicolette Burford de Oliveira Position within Documentary Film Makers' Co-operative: Founding Director Date:	Signed: Name: Massimiliano Guelfi Position within Documentary Film Makers' Co-operative: Director Date:
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Our Equal Opportunities Policy is based on models from the Equality Commission and Northern Ireland Council for Voluntary Action. For further information contact the Equality Commission for Northern Ireland who can provide free and confidential advice and guidance on promoting equality of opportunity. **Enquiry line: 028 90 890 890 (for all information and advice enquiries)**

Alternatively contact Northern Ireland Council for Voluntary Action who can provide advice on the operation of voluntary and community organisations.
Tel. 028 9087 7777

The Documentary Film Makers' Co-operative is a non-profit making Company Limited by Guarantee registered with Companies' House; Company Number 07897098.