

## Equal Opportunities Policy

Contemporary Temporary Artspace is committed to implementing an equal opportunities policy which ensures fair and equal treatment to all individuals involved in the organisation including:

- board of management
- paid and volunteer staff
- artists
- audience

### EMPLOYMENT

#### 1 Recruitment and selection procedure:

- All management/organisational posts requiring contracts of employment with a specified job description are subject to a selection procedure and publicly advertised
- Commissioned artists are selected either through an open submission procedure involving the Project Manager or through invitation. If a transparent selection process has not been followed (i.e. open selection) then the organisation must be able to justify the selection of one individual rather than another on artistic grounds or according to the specific development needs of the organisation.
- The advertising, shortlisting and interview procedures, (including matters such as the composition of a selection panel and the conduct of interviews), must demonstrate how the organisation will achieve fairness and consistency in the recruitment of staff.

#### 2 Conditions of service which, where appropriate, should specify:

- Any arrangements for flexible working, the employment of disabled staff, maternity/paternity leave;
- A grievance procedure;
- Monitoring of staff and recruitment process

### BOARD OF MANAGEMENT

The Board of Management should implement:

- Procedures for monitoring equal opportunities issues within the organisation;
- Procedures which aim to ensure that the membership of the board is representative of the whole community that the organisation serves.

### ARTISTIC PROGRAMME AND AUDIENCES/USERS

Contemporary Temporary Artspace aims to make positive efforts to increase and broaden their audience, artists and users.

- Take account of the Equal Opportunities Policy in decisions on artistic activity and programming;

- Devise and implement action plans to remove the barriers which prevent potential audience, participants and users from having equal access to the organisation's activities. These action plans may include:
  - Education and outreach activity in mediating the existing artistic programme;
  - Marketing and publicity distributed in key locations e.g. Cardiff Central Library, Waterstones bookstore, Grassroots Youth Centre, Howardian Community Centre, Arts Disability Wales, including approaches necessary to reach particular sections of the population (e.g. blind and partially sighted people, communities where a minority language is dominant);
  - Free admission
  - Interpretative material provided bilingually and in Braille
  - Easy access to the main gallery
  - Bias towards young people
  - Alternative presentation for physically disabled people and those unable to access the upper floors
  - Open and welcoming premises in busy city centre location
  
- Demonstrate awareness of the importance of ensuring independent access to premises by disabled people, people with mobility difficulties, people with small children, etc, and take steps to remove the physical and emotional barriers which prevent these and other minority groups from involving themselves in the organisation's activities:
  - Ramp instead of step
  - open ground floor for wheelchairs and prams
  - accessible interpretative material
  - welcoming front person