



MAITRI
STUDIO

EQUAL OPPORTUNITIES POLICY

About Maitri Studio

Maitri Studio Ltd is a limited company for whose Directors Claire Ferry & Geoffrey Moore equal opportunities is of fundamental importance and included in the values we have established in our business plan. While we have no employees, many freelance teachers and therapists use our premises (henceforth called 'freelancers'), as do students from all backgrounds, so although we are not bound by equal opportunities through employment law, we have based this policy on the template from the Equality Commission of Northern Ireland.

This document will be reviewed and updated annually, or upon any major changes in the workplace including taking on employees.

Introduction

We aim to:

- make good faith efforts to comply with the spirit and letter of equality laws in our dealings with freelance teachers and therapists, and students.
- promote a harmonious working environment in which freelancers and students will be treated with dignity and respect, and we will not discriminate unlawfully against or harass any person on the grounds of sex, pregnancy or maternity, gender reassignment, marital or civil partnership status, religious or similar philosophical belief, political opinion, racial group, sexual orientation, disability or age.
- ensure that our workplace, policies and practices do not unreasonably exclude or disadvantage those of our freelancers or students who have disabilities. To this end we will comply with the duty to make reasonable adjustments that is imposed on us in relation to such persons. We note that a failure to comply with that duty would be an act of unlawful discrimination.

Freelancer and student rights

Everyone offering or attending classes, workshops and therapies in Maitri Studio has a right to be in a harmonious environment that is free from discrimination and harassment and to complain about such behavior should it occur.

To that we will offer an internal grievance procedure to deal with any complaints should discrimination or harassment occur or be perceived to have occurred, with complaints dealt with seriously, promptly and confidentially. If external advice or input is required we suggest the Equality Commission (028 90500600). Those making complaints, or those offering evidence or information in connection with those complaints, will not be victimised, i.e. not discriminated against or harassed in retaliation for their actions.

Freelancer and student responsibilities

All freelancers must comply with this policy. We will:

- provide information on this policy to freelancers so that all may comply with our approach. Freelancers should treat each other with dignity and

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respect. They must not themselves commit any acts of unlawful discrimination or harassment against any other person, such as other Maitri freelancers or students. Such behaviour will not be permitted or condoned. We will treat it as misconduct which may warrant denial of room rental or ending of any freelance contract.

- All our freelancers should discourage discrimination and harassment by making it clear that they find such behaviour unacceptable and by supporting co-workers and students who suffer such treatment. Anyone who is aware of any incident of discrimination and harassment should alert the directors to enable us to deal with it.

We have a welcome poster placed about the studio which encourages respect from all students.

Our responsibilities

We will continually make good faith efforts to implement this policy. This responsibility will be carried out by *Claire Ferry & Geoffrey Moore*. We will:

- provide all freelancers with a copy of this policy and explain it to them.
- ensure that all complaints of discrimination or harassment are dealt with promptly, seriously and confidentially and in accordance with our internal grievance procedure.
- set a good example by treating freelancers and students with fairness, dignity and respect.
- be alert to unacceptable behaviour and will take appropriate action to stop it.
- monitor all incidents of discrimination and harassment and review the effectiveness of this policy periodically.
- review this policy annually, or if we become an employer when additional requirements will need to be fulfilled to comply with legal obligations.

Signed (print) and date



CLAIRE FERRY (director)
23 April 2018



GEOFFREY MOORE (director)
23 April 2018

Review date 22 April 2019

ENDS