



Equal Opportunities Policy

1. Edinburgh International Magic Festival is committed to the promotion of equal opportunities in employment and advancement. All employees will be recruited on the basis of ability, job requirements and fitness for work. No employee or job applicant will be disadvantaged by conditions or requirements which cannot be shown to be justified.
2. Edinburgh International Magic Festival is committed, in all its activities, to the promotion of equal opportunities and the elimination of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion, political belief, social or economic class, marital or parental status, sex, sexual orientation, age, history of illness or disability.
This policy applies to all grades and positions, all conditions of employment and to all events, projects and campaigns run by Edinburgh International Magic Festival.
3. The terms of this policy shall also apply to all Board and Committee members and to any advisers, performers, temporary, freelance, volunteer, student and consultant workers within the jurisdiction of Edinburgh International Magic Festival.
4. While the Chief Executive of Edinburgh International Magic Festival will be responsible for monitoring the operation of this policy, it is the duty of every member of staff and every Board and Committee member to ensure that the terms of this policy are observed.
5. Edinburgh International Magic Festival is committed to monitoring the continuing effectiveness of this policy.

Recruitment and Selection

- Advertising
All permanent posts must be advertised. All documentation relating to the post - e.g. Job Description - must be completed before an advertisement is placed. Recruitment publicity must positively encourage applications from all suitably qualified and experienced people. All advertisements must include the statement *Edinburgh International Magic Festival is an Equal Opportunities Employer.*
- Application Form
All application forms will include the statement *Edinburgh International Magic Festival is an Equal Opportunities Employer.*
- Interviewing and Selection
Interviewing panels should, where possible, be balanced in composition in terms of gender, disability, age and ethnic background. Interviews will be structured so as to ensure that all applicants receive equal treatment. The recruitment process should result in the selection of the most suitable person for the job in respect of experience and qualifications.



Training and Promotion

Edinburgh International Magic Festival undertakes to make available relevant opportunities for training, both internally and through external courses, and to draw them to the attention of all eligible employees. Opportunities for promotion will also be notified to all employees.

Sexual Harassment

All employees, whether casual or full time, will be advised of the nature and definition of sexual harassment and why it is unacceptable. Although sexual harassment can be difficult to define or to classify according to degrees of seriousness, this should not deter staff from complaining of behaviour which causes them distress.

Conditions of Service

It is agreed that the conditions of Service for all employees will be reviewed from time to time to ensure that these comply with the spirit of this Equal Opportunities Policy.

Activities & Events

Edinburgh International Magic Festival, whenever practical, will make every attempt to promote its activities as widely as possible and make positive efforts to extend and increase its users/audience amongst all sections of the community.

Wherever possible, Edinburgh International Magic Festival will attempt to base its activities at centres which provide crèche facilities, as well as amenities and access for the disabled, including wheelchair users. Publicity material should inform potential participants of these amenities.

Publications

All Edinburgh International Magic Festival publications and publicity material will avoid racist language which stereotypes any racial group, sexist language which is demeaning to men or women, language which demeans disabled people or elderly people, or which singles out for ridicule people of any sexual orientation.

Publications and publicity material will be welcoming and accessible in style, content and presentation to all members of the community.

On request the information included in Edinburgh International Magic Festival publications can be translated into Urdu, Punjabi, Bengali, and Chinese or, for an agreed purpose, into any of the languages of the European Union, or the information contained in the publication can be provided in Braille, large print or on tape for blind or partially sighted people.

Revision

It is agreed that from time to time, this Equal Opportunities Policy will be revised if necessary.

References

Where referred to in this Equal Opportunities policy, employment procedures and practices are in relation to:

Disabled Person (Employment) Act 1944
Rehabilitation of Offenders Act 1974
Sex Discrimination Act 1975

Race Relations Act 1976
Sex Discrimination Act 1986
Equal Pay Act 1970