PAMODZI CREATIVES
EQUAL OPPORTUNITIES POLICY 2026

Policy Lead: Roni Edwards-Wilson, Director
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Approved by Director: Alison Lee
Approved by CEO : Roni Edwards-Wilson
Review Cycle: Annual (Next review: August 2027)

1. INTRODUCTION

Pamodzi Creatives CIC is committed to promoting equality, diversity, and inclusion across all areas of our work. We believe every person has the right to be treated with dignity, respect, and fairness, and to have equal access to opportunities to participate, work, volunteer, and engage with our projects and services.

This policy applies to:

- Staff (contracted and permanent)
- Volunteers
- Contractors and consultants
- Service users and participants

Pamodzi Creatives recognises that discrimination persists in society and is committed to addressing inequality proactively through inclusive practice, equitable decision-making, and continuous learning.

2. LEGAL FRAMEWORK

This policy complies with current UK legislation, including:

- **Equality Act 2010** (as clarified by the 2025 Supreme Court judgment defining *sex* as *biological sex*)
- **Human Rights Act 1998**
- **Rehabilitation of Offenders Act 1974**
- **Work and Families Act 2006**
- **Employment Rights Act 2025** – including strengthened duties to prevent harassment and protect workers from third-party harassment
- **UK GDPR & Data Protection Act 2018**
- **Data Use and Access Act 2025** – governing transparency, access rights, and secure handling of personal data
- **EHRC Code of Practice (2026)** – updated statutory guidance on discrimination, harassment, victimisation, disability, reasonable adjustments, positive action, and single-sex services

Pamodzi Creatives may also extend fairness beyond statutory requirements to include areas such as economic status, parental responsibility, HIV status, and lack

of formal qualifications, where these do not affect the ability to perform project-related duties.

3. SCOPE

This policy applies to all aspects of organisational activity, including:

- Recruitment, selection, and onboarding
- Training, development, and progression
- Day-to-day interactions within the workplace and project environments
- Service delivery, community engagement, and public-facing activities
- Partnerships, collaborations, and third-party interactions

4. PRINCIPLES

Pamodzi Creatives will:

- Treat all people fairly, with dignity and respect
- Promote an inclusive culture free from discrimination, harassment, or victimisation
- Ensure opportunities for employment, volunteering, training, and participation are open to all
- Take proactive steps to prevent harassment, including harassment by third parties
- Make reasonable and anticipatory adjustments for disabled staff, volunteers, and service users
- Use inclusive language and communication practices
- Consider lawful **positive action** measures to reduce disadvantage or encourage participation from under-represented groups
- Ensure digital and physical accessibility across our services and communications

5. IMPLEMENTATION & RESPONSIBILITIES

Director Responsibility

Alison Lee, Director, is responsible for ensuring effective implementation, monitoring, and compliance with this policy.

All Staff, Volunteers, and Contractors Must:

- Adhere to this policy in all interactions
- Challenge discriminatory behaviour where safe to do so
- Report concerns or breaches through designated channels
- Contribute to an inclusive and respectful working environment

Monitoring & Accountability

Pamodzi Creatives will:

- Review this policy annually or sooner if legislation changes
- Monitor recruitment, retention, and participation data by protected characteristics
- Collect feedback from staff, volunteers, and service users
- Publish or internally report anonymised equality monitoring data annually
- Maintain secure records in line with UK GDPR and the Data Use and Access Act 2025

6. CONDUCT & BEHAVIOUR

Pamodzi Creatives expects all representatives of the organisation to behave professionally, respectfully, and inclusively.

Unacceptable Behaviour Includes:

- Threatening, violent, or aggressive behaviour
- Harassment, bullying, or persistent rudeness
- Offensive jokes, slurs, or discriminatory materials
- Behaviour that compromises the dignity or rights of others
- Exclusion or isolation of individuals based on protected characteristics

Consequences

Breaches may result in disciplinary action, including termination of contracts or volunteer arrangements. Pamodzi Creatives will **not** use non-disclosure agreements (NDAs) to prevent individuals from reporting discrimination, harassment, or victimisation.

7. RECRUITMENT & SELECTION

Pamodzi Creatives is committed to fair, transparent, and inclusive recruitment practices.

We will:

- Ensure job adverts and role descriptions reflect equal opportunities principles
- Base selection decisions on skills, qualifications, and experience relevant to the role
- Use more than one assessor where possible
- Ensure interview questions are objective and role-related
- Provide reasonable adjustments, including alternative formats or flexible interview methods
- Monitor recruitment data to identify and address inequality

8. COMPLAINTS & REPORTING

All complaints of discrimination, harassment, or victimisation will be taken seriously, handled confidentially, and investigated impartially.

Reporting Procedure:

1. Report concerns to your line manager, the Director, or Delivery Lead.
2. An impartial investigation will be conducted.
3. Records will be kept securely in compliance with UK GDPR and the Data Use and Access Act 2025.
4. Appropriate actions will be taken, including disciplinary procedures where necessary.

Pamodzi Creatives ensures that individuals will not face retaliation for raising genuine concerns in good faith.

9. MONITORING & REVIEW

- This policy will be reviewed annually or sooner if required by legislative changes.
- Compliance and effectiveness will be monitored through:
  - Recruitment, retention, and participation data
  - Staff, volunteer, and service-user feedback
  - Incident and complaint records
  - Accessibility audits and equality impact assessments

10. POLICY APPROVAL

Approved by :

Alison Lee
Governance and Compliance Director

Signed By :

Roni Edwards-Wilson
CEO

Signature: 

Date: September 2026

Next Review: September 2027