**OPEN STUDIOS NORTH FIFE (OSNF)**

**Equal Opportunities Framework**

OSNF is committed within the framework of existing legislation to promote equal opportunities, diversity and inclusion and eliminate discrimination in its own policies and practices to the best of its ability as a voluntary not-for-profit organisation.

This framework covers all participants in the annual Open Studios North Fife event, former participants eligible to take part in future events (known as members), the Committee and members of the public who wish to visit participating artists as part of the annual event (known as visitors). The intention of this framework is to ensure that all of these groups of people, both actual and potential, are treated equally and as individuals, regardless of any of the protected characteristics identified in the 2010 Equality Act:

Age

Sex

Race

Disability

Pregnancy

Marital status

Sexual orientation

Gender reassignment

Religious background

The Committee on behalf of the OSNF voluntary organisation shall be responsible for the implementation of this framework, to the best of its ability, with the support of the participants/members.

This framework covers all aspects of the work of OSNF including its, management, terms and conditions of participation, marketing, membership of its Committee and all dealings with users of OSNF services.

This framework shall be implemented through the taking of reasonable steps appropriate to a voluntary organisation and through ongoing monitoring through discussion at Committee meetings as required.

The Committee will report on this as part of the reporting at the Annual General Meeting.

**Code of Practice**

**GENERAL**

Language used in OSNF correspondence and literature will reflect the letter and spirit of this framework.

A statement of intent:

“Open Studios North Fife' is a voluntary organisation. It does not intentionally discriminate in its work and management thereof, on the grounds of age, sex, race, disability, pregnancy, marital status, sexual orientation, gender reassignment, background.”

The term ‘protected group' will be used in this document as a generic term for the above list.

**PARTICIPATION and MEMBERSHIP**

In order to further its equal opportunities framework, OSNF is committed to the following principles:

fair and open procedures will be operated in respect of:

* criteria for participation in the OSNF annual event
* application process for potential participants
* selection and promotion of participants and their work
* contract of participation
* appointment of Committee members
* activities and information for members out with the annual event
* online provision

Equal opportunities guidance will be provided for Committee members as necessary and to the best of the organisation’s ability.

The procedures will be reviewed ongoing through Committee work and will take account of the views of participants/members/visitors, where the Committee will do its best to ensure that they are not discriminatory in their intention or operation.

**MARKETING**

Print and publicity physical and online material produced by OSNF should exclude discriminatory language. The OSNF website should conform to best practice for disability access as best it can as a voluntary non-for-profit organisation.

Feedback questionnaires issued by OSNF to people receiving its services should provide an avenue for participants/visitors to comment freely on any barriers they may have experienced in receiving the service.

**ACCESS**

OSNF’s event is delivered through participants operating from their own premises - very often their homes and inevitably, access varies. Access information (including limitations) to be included in the artist access section of the OSNF website, with the event leaflet and relevant publicity material produced for the event pointing visitors to the website for access information.

OSNF will have a dialogue regarding access with participants/members and take action as appropriate, as is reasonable, as required.

Advice will be sought from specialised local and national organisations with particular expertise in understanding and meeting the needs of different audiences and potential participants as is necessary and reasonable.

Reviewed: 05 July 2023