

Campaign Against Arms Trade - Equal Opportunities Policy

March 2017

Campaign Against Arms Trade (CAAT) is committed to providing equal opportunities for all who are involved with the organisation. CAAT recognises that this involves both preventing any discriminatory practices, and actively seeking the engagement and involvement of people from a diverse range of backgrounds.

This policy is intended to apply to all CAAT staff, volunteers, placements, Steering Committee members and any supporters or groups who represent the organisation such as speakers, local CAAT groups, affiliated groups and individuals. To ensure this CAAT will make this policy as available as possible to all involved in the organisation.

1. People involved with CAAT have the right not to be harassed or discriminated against on grounds which include – but are not limited to – the list of the Equalities Act 2010 protected characteristics. This includes discrimination on the basis of age, disability, race (including colour, nationality, ethnic or national origin), gender (including being or coming out as transgender), being married or in a civil partnership, being pregnant or on maternity leave, family situation, employment status, religion, belief or lack of religion/belief, sex, sexual orientation and socio-economic background. Harassment may include- but is not limited to- unwelcome comments, looks, tone of voice, body language, actions, materials, suggestions or physical contact which create an intimidating environment. Anyone experiencing harassment is encouraged to report incidents to a staff or steering committee member. CAAT will take all cases of reported harassment / prejudice seriously and deal with them in accordance with its guidelines.

2. CAAT is continually striving to improve the accessibility of all training and event activities it is involved in organising, and the office environment so that it is safe, practical and welcoming for all those involved with the organisation. CAAT will work towards making all meetings accessible to disabled people and those under-represented in the organisation, and seek to ensure that participation in events, training and actions is safe and supported for everyone as far as is possible.

3. CAAT aims to shortlist staff for interview based on the merit of their application. However, CAAT will also take steps to improve the accessibility of its recruitment processes for staff, placements, volunteers and steering committee members. This may include positive action processes as part of recruitment, and adapted interviews or recruitment processes where it is judged necessary. We will monitor equal opportunities data during recruitment and review the process after each round of recruitment, monitoring the overall diversity of the organisation and seeking to address practices which result in discrimination.

4. CAAT will commit to learning about different identities and different forms of discrimination, in order to prevent and challenge discrimination in our organisation and in the wider movement. We recognise that this is a continual process.

5. As part of this work, CAAT will regularly review its staffing and volunteer policies, practices, training and support in order to improve the accessibility of the campaign and respond to individual changes in personal circumstance, making changes where necessary to improve access and support.

6. Recognising that language and visual imagery influence perceptions, CAAT will aim to make all forms of communications including printed and online materials and media work as accessible as reasonably possible. CAAT will also always aim to produce campaign communications which does not play into oppressive or damaging stereotypes.

7. CAAT will actively seek the engagement and involvement of frontline and diaspora communities directly affected by the UK arms trade to ensure that their concerns inform the campaign. CAAT will also actively seek the engagement and involvement of demographics that are under-represented in its staff and supporter network.

8. CAAT staff and Steering Committee are responsible for ensuring the content and spirit of this policy is adhered to and will be asked to review and endorse this policy, as well as to review its implementation, annually.