



Equality & Diversity Policy

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DIY Theatre Co. contact information can be found on the last page

Equality and Diversity Policy

1. Aims of this Policy:

- a. DIY Theatre CIC recognises and values people's differences and will support them to use their talents to reach their full potential.
- b. The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience (including lived experience) and abilities for all roles within the organisation.
- c. This policy is designed to ensure that DIY Theatre CIC complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.
- d. DIY Theatre CIC is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, gender and gender orientation (defined as Protected Characteristics).
- e. Using fair and objective employment practices the organisation aims to ensure that
 - All employees, freelance staff, volunteers, members and participants are treated fairly and with respect at all stages of their engagement with DIY.
 - All employees, freelance staff, volunteers, members and participants have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. We recognise that such behaviour may come from those who are not employees of DIY Theatre CIC, such as participants or project partners.
 - All employees, freelance staff, volunteers, members and participants have an equal chance to contribute and to achieve

their potential, irrespective of anything that may give rise to unfair discrimination.

- All employees, freelance staff, volunteers, members and participants have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic.

2. Scope of the policy:

The policy applies to:

- Job applicants
- Employees
- Freelance staff
- Students on work experience or placements
- Volunteers including Board members
- DIY members and participants

The policy applies to all stages of employment including recruitment and selection, promotion and training.

3. Policy statement:

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce brings. This includes lived experience of learning disability and other Protected Characteristics. This assists us to improve our organisation and our offer and to increase our understanding of, and relevance to, our members and participants.

We will do all we can to ensure no one will receive less favourable treatment or is disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

As an organisation DIY Staff, members and participants have agreed that:

- a. We want to be kind to others, and we want others to be kind to us
- b. We want to be fair to others and we want others to treat us equally
- c. We want to recognise that we're all different with different strengths and interests
- d. We want to make sure that we don't make anybody do anything they don't want to
- e. We want to encourage everybody to join in and work in a way where there is no right or wrong
- f. We want to listen to others and we want to be listened to
- g. We want to stop bullying of any kind and to make everyone feel safe
- h. We want to support each other because we need each other
- i. We want to be welcoming and open to everyone who works with us or visits us
- j. We want to improve physical access (eg using buildings with ramps, lifts and accessible toilets)
- k. We want to provide transport when needed
- l. We want to make information accessible (e.g. using signs, Easy English & Photosymbols)
- m. We want to provide support in sessions when needed
- n. We want to use different ways of communicating so that everybody can put across their ideas in their own way
- o. We want these things to happen both in the way we run our sessions, and in the way we organise our company.

4. Responsibilities:

Employees and volunteers (including Board members) of DIY Theatre CIC have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Board of Directors.

4.1. Breaches of the Equality and Diversity Policy by employees and freelance staff.

Breaches of this policy by employees may be dealt with under the disciplinary procedures.

4.2. Breaches of the Equality and Diversity Policy by volunteers (including trustees/board members)

Breaches of this policy by volunteers may be dealt with under the terms of the Volunteer policy.

Employees, freelance staff, volunteers and Board members are also personally liable under equality legislation for any act of unlawful discrimination.

5. Equality and diversity in practice:

In carrying out the policy, the organisation will carry out the following actions:

- a. Particular attention will be placed on the following:
 - Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures

- Requiring entry to employment /volunteering or progression within it to be based on merit
 - Not discriminating in opportunities for recruitment, training, promotion or transfer of employees, freelance staff or volunteers
 - Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
 - Ensure that all employees and freelance staff are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
 - Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- b. Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- c. Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

6. Implementation of the policy:

All staff, freelance staff , Board members and volunteers will be involved in creating an equality environment and one that values diversity.

6.1. Communication

Communication of the policy to job applicants and employees, freelancers, volunteers and Board members through:

- Making available a copy of the policy to prospective applicants

- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues
- Making use of members meetings to discuss the policy and define areas where practice could be improved
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements

6.2. Working with Partners

In selecting our partners, we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice

6.3. Participants in DIY Projects & Programmes

We will make our services accessible by:

- a. Considering formats for promotional material
- b. Appropriate use of language/ formats / fonts/ size
- c. Considering whether information should be available in alternative formats e.g. easy read /other languages
- d. Considering locations where the organisation's offers are promoted /advertised
- e. Considering accessibility of locations from which the service is provided
- f. Considering the impact of proposed new services on existing members and participants.

7. **Monitoring of the policy:**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to employees, freelance artists, volunteers and to members and participants and methods used will include:

- Discussions at Members & Board Meetings
- Discussions with members and participants

8. **Reporting discrimination / potential discrimination:**

Employees, freelancers or volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: Discussion with Sue Caudle (Artistic Director) or implementation of complaints procedure.

Members or participants who feel that they have suffered any form of discrimination should discuss it with a member of staff or (Sue Caudle (Artistic Director) or implementation of complaints procedure.

Employees/ freelancers/volunteers/members / participants should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of DIY Theatre CIC. DIY will not tolerate any harassment from third parties towards its Employees/ volunteers/members / participants and will take appropriate action to prevent it happening again.

If an employee/volunteer/member / participant witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, gender and sexuality even if it is not directed at them, they should also use this procedure.

9. Review:

This policy will be reviewed every three years by the Board to ensure that it remains up to date and reflects the needs and practices of the organisation. The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Updated and approved by The Board on 20th September 2022.



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