

# DIY Theatre Company - Equality and Diversity Policy

## Aims of this Policy:

DIY Theatre CIC recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

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.

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, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices (to include freelance staff members), the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of DIY Theatre CIC, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) 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, even if they do not.

## Scope of the policy:

The policy applies to:

- *Job applicants*
- *Employees (to include freelance staff members)*
- *Freelancers*
- *Students on work experience or placements*
- *Volunteers including trustees/board members*
- *Service users*

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

## Policy statement:

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.

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

**As an organisation we have also agreed together (Staff, members and users)**

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

## **Responsibilities:**

Employees and volunteers (including trustees/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.

### **Breaches of the Equality and Diversity Policy by employees, freelancers**

Breaches of this policy by employees (including freelance staff members) may be dealt with under the disciplinary procedures.

### **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 agreement disciplinary procedures.

Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

## **Equality and diversity in practice:**

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

- 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 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 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*
- 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.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

## **Implementation of the policy:**

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

### **COMMUNICATIONS**

Communication of the policy to job applicants and employees/ volunteers 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 defining areas where practice could be improved
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements

### **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

### **USERS OF OUR SERVICE**

We will make our services accessible by:

- Considering formats for promotional material

- Appropriate use of language/ formats / fonts/ size
- Considering whether information should be available in alternative formats e.g. easy read /other languages
- Considering locations where the organisation's services are promoted /advertised
- Considering accessibility of locations from which the service is provided
- Considering the impact of proposed new services on the user group

## **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 both employees/ volunteers and to service users and methods used will include:

- Discussions at Members & Board Meetings
- Discussions with Users

## **Reporting discrimination / potential discrimination:**

Employees 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.

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.

Service users 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/volunteers/service users 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 Theatre CIC will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

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

## **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 8th July 2014.**