



EQUALITY & DIVERSITY POLICY

reviewed & revised
APRIL 2016

MISSION STATEMENT

- Animate Arts Company supports the principle of the equality of opportunities and diversity in employment.
- We believe in providing creative events, workshops and experiences that are inclusive and promote equality for our participants, volunteers, artists, workers and audiences.
- Animate Arts Company will challenge discrimination in fulfilling our legal and social responsibilities to people who work for Animate Arts Company, for people who use our services and their Board of Directors.
- No member or person who uses our services, no employee or prospective employee should be discriminated against, either directly or indirectly, on the grounds of gender, marital status, race, colour, ethnic or national origin, disability, age, sexual orientation, religion, responsibility for dependants, trade union membership or HIV status.
- We will regularly review and evaluate our Equality and Diversity Policy and revise our practice accordingly.
- Animate Arts Company aims to implement effective approaches to promoting equal opportunities through welcoming diversity and difference and understanding that people have different talents and resources which they can contribute to organisational goals on equal terms.

PRINCIPLES

Animate Arts Company wholeheartedly supports the principle of equal opportunities and diversity in employment. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our projects from as wide and diverse pool of talent as possible. That diversity adds value.

Animate Arts recognise that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation. Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Workers and staff have a duty to co-operate with Animate Arts to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Employees should draw the attention of their line manager to suspected discriminatory acts or practices or cases of bullying or harassment.

STATEMENT OF INTENT

Animate Arts Company aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to projects, events and our organisation's performance. Through our work we actively develop a culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate. Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment at Animate Arts.

Our aim is that workers at Animate Arts Company will be truly representative of all sections of society. Selection for employment or promotion or any other benefit will be on the basis of merit and ability only. Selection for training will be on the basis of job requirement only. Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action.

Animate Arts Company will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants, employees whether part-time, full-time, fixed term or temporary, volunteers and Management Committee members irrespective of gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

The organisation works with children or vulnerable adults, demonstrating our commitment to practise equal opportunities for all those involved and participating in our work. Supporting this, team members (whether paid or voluntary) working with these groups agree to adhere to guidelines within our Child & Vulnerable Adults Protection Policy. Team members may be required to undertake a criminal record disclosure check which will be managed under our Recruitment Policy.

This policy is underpinned by the Equality Act 2010 which bans unfair treatment based on protected characteristics and is designed to achieve equal opportunities in the workplace and in the wider society. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment.

IMPLEMENTATION

The Artistic Director of Animate Arts Company is responsible for the policy's day-to-day implementation. Consultation will take place with the Board of Directors on the implementation and development of this policy.

It is the responsibility of the Artistic Director and the Board of Directors to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually.

Each employee, volunteer, consultant, trainer, facilitator or board member shall be made aware of this policy and its implications for them. The policy forms part of the Staff Induction Packs and will be made issued to all individuals from the start of their engagement with Animate Arts. When relevant, Animate Arts Company will also provide an induction on the policy and action plan so that workers will be fully informed.

We will also ensure that the policy is brought to the attention partner organisations, visiting companies and other third parties, by sign-posting the downloadable, PDF version of this policy on our website.

Breaches of the Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary action against employees, appropriate action against a member of the board, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements. Employees who feel they have been discriminated against should raise the matter with their line manager. Initially the employee and Artistic Director should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under the Association's Grievance Procedure.

WHAT WE EXPECT OF OUR TEAM

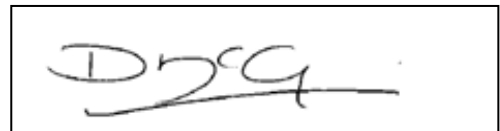
Whilst the responsibility for creating, maintaining and monitoring a culture of equality and diversity rests with Animate Arts, we believe that the success relies on every artist, practitioner, employee and volunteer playing their part.

As part of our team, we expect you to follow these guidelines that apply to everyone:

1. Work within and follow any of our measures to ensure equality of opportunity and non-discrimination. Training will be provided as appropriate to specific roles.
2. Those individuals responsible for employing (paid or voluntary) and training do not discriminate within the recruitment and selection processes.
3. Do not encourage, or attempt to encourage other individuals to discriminate.
4. Not to victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
5. Not to harass, abuse or intimidate another individual on grounds of protected characteristics or otherwise.
6. To pro-actively promote equality of opportunity and to address, remove or overcome barriers where possible.

The policy will be widely promoted, and copies will be freely available from Animate Arts Company and downloadable from the website.

This policy was reviewed and agreed by the Board of Directors on 18th April 2016
Signed by D. McGee (Chairman of Board)

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'D. McGee' written in a cursive style.