



## **Equality, Diversity & Inclusion and Dignity at Work policy**

**This policy was last updated: 03/11/2023**

**Embracing Arts is committed to supporting equality, diversity and inclusion. The purpose of this policy is to guide everyone we work with, to ensure that we actively consider equality, diversity and inclusion in all our practices and decision-making.**

**These commitments apply to how we work with paid freelancers, volunteers, trustees, suppliers, applicants for work, and the communities we serve.**

**As an organisation, we have always been committed to equality, diversity and inclusion, but we recognise that our approach is still developing and that we need to go further.**

**With this policy, we set out our commitments on equality, diversity and inclusion.**

### **EQUAL OPPORTUNITIES**

We are committed to providing equal opportunities for everyone. We will not discriminate, directly or indirectly, when we are developing and delivering our services, on the basis of age, disability, gender identity, religion or belief, sexual orientation, gender identity, pregnancy or maternity, sex, marriage or civil partnership (the “protected characteristics”), socio-economic status or any other characteristic.

We will make reasonable adjustments to overcome barriers caused by disability for people we work with and for the people who access our services.

### **DIVERSITY & INCLUSIVITY**

We value everyone’s contribution and recognise the value that diversity can bring to our organisation. Diversity in the people we work with can bring diversity of thought and diversity in our creativity. We believe that our services will be strengthened if the people we work with have a broad range of lived and learned experience. We also believe that diversity in the people we work with helps the people we serve to better recognise themselves and understand the work we do.

When taking decisions about who we work with, we will be guided by merit and objective criteria. However, we appreciate the need to increase diversity across our charity, including our board of trustees, freelance core workers and freelance project workers. To this end, we aim to work with people from all backgrounds and seek to make all opportunities accessible and inclusive. We encourage people to tell us about their disability so we can consider and provide any reasonable adjustments or support.

We are also committed to creating an inclusive environment that supports different cultures and groups, where everyone is accepted, feels that they belong, can be themselves and can

contribute. This includes, but is not limited to, our rehearsals and performances, providing training around diversity and inclusion, inclusive communications, and working with organisations that will help us reach diverse groups.

We value the diversity of the people we serve and wish to reach communities from as diverse a range as possible. Our mission is to make inclusive arts accessible to all, and this policy supports that. Because of the community we are here to serve, accessibility, including in relation to performances, is particularly important to us; we believe that everyone should be able to participate. We will also strive to make the content of our performances and other services reflect the diversity of the communities we serve. We aim to do this by collaborating and working with those with lived experience, and acting on feedback we receive from our beneficiaries.

We are committed to making progress on diversity and inclusion. We will collect data about the diversity of people with whom we work as well as the audiences to whom we perform. We are committed to taking action on the data we collect.

### **BULLYING & HARRASSMENT**

We believe that everyone has a right to be treated with respect and dignity. We have a zero-tolerance approach to harassment, bullying and victimisation. We believe that everyone has the right to decide what behaviour is acceptable to them and have their feelings respected by others.

Everyone with whom we work, including freelance core workers, freelance project workers, trustees and volunteers, needs to play their part in helping us to create an environment that is free from discrimination, harassment, victimisation and bullying, and one in which everyone can be themselves and reach their full potential. We believe that bullying and harassment are harmful to people's wellbeing, and to Embracing Arts.

We understand that anyone affected by bullying, harassment or discrimination may feel anxious or upset, and we will do what we can to support you if you have been affected. We also understand that making a complaint about one of the behaviours covered by this policy can be a difficult experience, and we will do our best to investigate all complaints thoroughly and ensure that we take appropriate action if anyone is found to have behaved contrary to the standards expected by the policy.

We expect everyone to whom this policy applies to take responsibility for applying it, including by:

- ensuring that the rights of others are respected;
- being polite and taking a respectful and sensitive approach when dealing with co-workers and the public;
- supporting and encouraging an environment that values everyone;
- asking for clarification if unsure of the standards or behaviours expected;
- never behaving in a manner that could be considered bullying, harassing or victimising towards somebody else, and
- reporting incidents to one or more of: CEO Sue Appleby ([sue@embracingarts.org.uk](mailto:sue@embracingarts.org.uk)); Artistic Director, Claire Sundin ([claire@embracingarts.org.uk](mailto:claire@embracingarts.org.uk)); Chair of Trustees, Bar

Huberman ([bar.huberman@gmail.com](mailto:bar.huberman@gmail.com)) if you feel uncomfortable with behaviours you are subject to, or witness while carrying out your role.

## **COMPLAINTS**

We encourage anyone who believes that they have been discriminated against, bullied, harassed or victimised, to come forward and share their experiences and concerns with us. We will promptly investigate all complaints and treat complaints sensitively and confidentially. Where we find that standards have not been maintained in accordance with this policy, we are committed to taking swift action. If you wish to raise a complaint, please contact one (or more) of those listed below:

Embracing Arts CEO: Sue Appleby ([sue@embracingarts.org.uk](mailto:sue@embracingarts.org.uk))

Artistic Director: Claire Sundin ([claire@embracingarts.org.uk](mailto:claire@embracingarts.org.uk))

Chair of Trustees: Bar Huberman ([bar.huberman@gmail.com](mailto:bar.huberman@gmail.com))

## **Appendix**

### **Terms**

Embracing Arts observes the law set out in the Equality Act 2010. This policy uses some of the terms set out in the Act. Below, we explain what some of these terms mean.

“Direct discrimination” is where a person is treated less favourably because of a protected characteristic.

“Indirect discrimination” is where a provision, criterion or practice is discriminatory in relation to people who have a relevant protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

“Victimisation” occurs where someone is treated unfavourably because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

“Harassment” is unwanted conduct related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity), that has the purpose or effect of violating a person’s dignity, or is reasonably considered by that person to create an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment may be sexual in nature. Sexual harassment is conduct of a sexual nature that has the purpose or effect of violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment, and less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

Harassment can take many different forms and may, for example, involve inappropriate: actions or behaviour, such as ignoring or isolating someone or offensive gestures; comments, such as belittling someone or unwelcome comments about someone’s appearance; jokes; emails; physical contact, such as pushing or grabbing; offensive material that is displayed publicly; unwelcome sexual advances; and staring or leering.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Unlawful discrimination can occur where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership). Unlawful discrimination can also occur where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

A failure to make “reasonable adjustments” is where a physical feature or a provision, criterion or practice puts a person who is disabled at a substantial disadvantage compared with someone who does not have that disability, and the organisation has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.