

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

Attic Theatre Company is committed to promoting theatre as an activity for all and to providing access for all people to the arts as participants and practitioners throughout the range of its activities, with a particular emphasis on encouraging participation and practice from under-represented groups in society. The aim is for our organisation to be truly representative of all sections of society and our customers, and for each employee, worker, volunteer or participant to feel respected and able to give their best.

Attic's Equality, Diversity and Inclusion ambitions are woven into the mission of the organisation. Attic will actively seek to overcome real or perceived barriers to work, making reasonable adjustments wherever practical. We will achieve our objectives of access of opportunity, eliminating discrimination and encouraging diversity through our activities, recruitment practices and management.

This policy and action plan sets out the way in which Attic Theatre Company will continue to meet and exceed our duties under the Equality Act 2010 and will work to remove barriers of access for people of all backgrounds and abilities.

### **Equality, Diversity and Inclusion Policy and Statement**

Attic is committed to working towards eliminating all forms of discrimination both through its own work and through its policies and practices. Attic will not unlawfully discriminate against age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, colour, ethnic origin, nationality, religion or belief or lack thereof, sex, and sexual orientation, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, political affiliation or opinions or lack thereof, socio-economic background, employment status, spent or irrelevant criminal convictions or any other irrelevant distinction. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

All employees, workers and volunteers whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for work, promotion or any other benefit will be on the basis of aptitude and ability. All employees, workers and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of the organisation.

Attic recognises the necessity at times to regard being of a particular racial, sexual or age group as a genuine occupational requirement for casting where, as expressed under schedule 9 (part 1, para 1) of the Equalities Act 2010, a person of that racial, sexual or age group is required for reasons of authenticity and realism.

Users must have easy access to information about Attic's services which may involve making materials available where appropriate in a variety of media, e.g. in large print, multi-lingual or electronically. In particular, all printed materials will aim towards a minimum of 11pt type of a plain font and considers high contrast and colours which do not hinder those with a visual impairment.

The Company believes that the value of a race equality policy lies not merely in its intention but in its practical delivery. It is the responsibility of the Management team to regularly monitor effectiveness in all areas of company operation – recruitment, artistic programming, touring, marketing and training – and develop the policy where necessary, reporting to the Board of Trustees.

Employees, workers and volunteers have a duty to co-operate with Attic to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying.

Action will be taken under Attic' disciplinary procedure against any employee, workers and volunteers who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this statement will be treated as potential gross misconduct and could render the employee, worker or and volunteer liable to dismissal.

Employees, workers and volunteers should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Those who commit serious acts of harassment may also be guilty of a criminal offence.

Employees, workers and volunteers should draw the attention of the Executive Director, or Board of Trustees to suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with Attic's disciplinary procedure.

Additionally, it is recognised that there may on occasion be complaints against employees, workers and volunteers or activities.

If anyone believes that they have suffered any form of discrimination, harassment or victimisation they are entitled to raise the matter through the formal grievance procedure. Acts which breach this policy will not be tolerated and will be regarded as misconduct, which could lead to disciplinary proceedings being taken against the offending employee in accordance with the disciplinary procedure.

Attic's Disciplinary and Grievance procedures will be presented and made available to all on request.

Legislation also covers witnesses to any unacceptable act if they feel the conduct they have witnessed creates an offensive and degrading environment for them.

### **Monitoring Equal Opportunities, Diversity and Inclusivity**

Attic will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether they are equal, diverse and inclusive. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, Attic will implement them. Attic will also make reasonable adjustments to its standard working practices to overcome barriers caused by any form of disability or impairment.

### **Equal Pay**

Attic implements an organisational pay structure which is consistent with the level of expertise and duties required and is determined by the Management team who will deal with any queries or complaints about equal pay.

All staff doing the same work will receive the same pay and hold the same job titles. Staff with the same job titles may have different rates of pay determined by levels of experience and longevity in post. These will be set out in the organisational rate card. All roles will have appropriate and up to date job descriptions outlining the duties of the role.

Attic is, therefore, committed to providing equality of opportunity for all employees by:

1. Preventing any form of direct or indirect discrimination. This includes sexual banter, ableism, classism, homophobic slurs and offensive or suggestive comments which could be deemed harassment;
2. Promoting a good and harmonious working environment where all individuals are treated with respect and dignity and in which no form of intimidation or harassment and discrimination will be tolerated;
3. Never infringing on the rights of others through their behaviour, the way they treat others, and the language that they use;
4. To challenge unacceptable language and behaviour when it is seen;
5. All staff will have training and development opportunities made available to them throughout their engagement
6. Supporting the right to join a trade union and will not be treated unfairly on the grounds of *trade union* membership or non-membership.
7. Fulfilling all legal obligations under relevant National and European Union legislation and associated Codes of Practice;
8. Being committed to ensuring clients are treated in a fair and equitable manner in our dealings with them and that all employees are protected from harassment and discrimination in their dealings with our clients.

This procedure is owned by Attic Theatre Company

Latest review – 24 11 2022

Ratified by the Board of Trustees