



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY EQUALITY AND DIVERSITY POLICY

<i>Date Ratified:</i>	<i>12 July 2017</i>
<i>Frequency of Review</i>	<i>Every two years</i>
<i>Next Review Date:</i>	<i>July 2019</i>

Aims of the Policy:

Standing On The Shoulders Of Giants Theatre Company Ltd recognises that we live in a society where discrimination still operates to the disadvantage of many groups. We believe that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

We are committed to the promotion of equal opportunities within the company, and affiliated organisations, through the way we manage the organisation and provide services to the community. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace.

The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

This policy will influence and affect every aspect of activities carried out at Standing On The Shoulders Of Giants Theatre Company Ltd.

In the provision of services and the employment of staff, we are committed to promoting equal opportunities for everyone. Throughout its activities, Standing On The Shoulders Of Giants Theatre Company Ltd will treat all people equally whether they are:

- Seeking or using our services.
- Applying for a job or already employed by us.
- Trainee workers and students on work experience or placements.
- Volunteer workers.

Policy Implementation:

The Administrator has specific responsibility for the effective implementation of this policy. The Artistic Director, the Executive Producer and each Board Trustee also has responsibilities and we expect all of our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others.



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY EQUALITY AND DIVERSITY POLICY

- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Legal Obligations

Equal Opportunities and Discrimination (Equality Act 2010)

The Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

The Equality Act 2010 protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex and sexual orientation.

In valuing diversity Standing On The Shoulders Of Giants Theatre Company Ltd is committed to go beyond the legal minimum regarding equality.

The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

Recruitment And Selection

We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.

Short-listing and interviewing will be carried out by more than one person where possible.



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY EQUALITY AND DIVERSITY POLICY

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Every job and Board Trustee applicant will be asked to fill out an Equality and Diversity Monitoring Form (Appendix A).

Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applications and current employees;
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

The Standing On The Shoulders Of Giants Theatre Company Ltd Equality and Diversity Monitoring Form can be found in Appendix A.



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY EQUALITY AND DIVERSITY POLICY

APPENDIX A

Equality and Diversity Monitoring Form

STANDING ON THE SHOULDERS OF GIANTS THEATRE COMPANY Ltd wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Please return the completed form with your application

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+
Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/African/Caribbean/Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Mixed/multiple ethnic groups

White and Asian White and Black Caribbean White and Black African
Prefer not to say
Any other mixed background, please write in:

Other ethnic group

Arab Prefer not to say
Any other ethnic group, please write in:



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY EQUALITY AND DIVERSITY POLICY

White

British English Gypsy or Irish Traveller Irish Northern Irish Scottish
Welsh Prefer not to say

Any other white background, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Bisexual Gay woman/lesbian Gay man Heterosexual Prefer not to say
If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please write in: