



OUR EQUAL OPPORTUNITIES POLICY

STATEMENT OF INTENT

The Equal Opportunities Policy of Dance United Yorkshire (DUY) permeates all aspects of our work and informs our actions and attitudes towards employees, volunteers, Trustees, freelance workers and service users.

We recognise that individuals and groups are and have been oppressed in society on many grounds, including gender, race, nationality, colour, ethnic origin, sexual orientation, class, disability, HIV status, dependant responsibility, religion, politics, age and unrelated criminal convictions.

DUY's policy is that no individual or group shall receive less favourable treatment on any such grounds. Neither will the company discriminate on the basis of age, size, personal beliefs, employment, housing status, culture, financial circumstances, alcohol/drugs dependency or the fact of being currently or formerly a sex worker.

Rather, DUY is committed to actively promoting and pursuing equality of opportunity for all, through its work and associated activities.

Our policy incorporates the key principles of current and relevant legislation, and will continue to be updated as and when new legislation requires.

This policy document will be made readily available for any interested party to read and/or receive in hard copy form.

PRACTICAL IMPLICATIONS

Responsibilities

The DUY Board of Trustees are ultimately responsible for the effective implementation of this policy. The Artistic Director and General Manager are charged with ensuring the company's compliance in day to day strategic and operational affairs, whilst all members of staff are individually responsible for fulfilling and exemplifying the policy requirements in their work.

Our Work

We will actively encourage equality as an integral aspect of DUY's mission and activities, including through our workshops, film and performance. As well as working with groups and individuals who may be subject to direct or indirect discrimination, we will seek to raise awareness of their victimisation as part of our promotion of equality of opportunity. Diversity and difference will be managed in a sensitive manner, positively encouraged and celebrated where appropriate. Tolerance and respect between diverse groups and individuals will be actively stimulated and exemplified.

DUY staff who are working with our client group are expected to incorporate and reflect these principles in all aspects of their DUY responsibilities.

Employment Policies

All policies are written from the perspective of fairness and equality, and will be applied consistently for all DUY personnel.

Recruitment

Our recruitment procedures embody the principles of this policy and include specific actions, viz:

- Where budgets permit, vacancies will be advertised externally to reach as wide an audience as possible.
- All vacancies will be the subject of a job description and person specification. Applicants will be assessed objectively against the requirements of the person specification.
- Candidates will be asked to complete an identical application form so that comparison is based on the same information gathering process.
- Application forms are neutral in that they do not require details of the applicant's gender, ethnicity, colour or other distinguishing features that are irrelevant when assessing competence, experience and potential. Each applicant is invited to complete a second form for the purpose of equal opportunities monitoring. This enables us to monitor the 'make-up' of those who participate in the recruitment process and thereby gauge our effectiveness in reaching out to a wide diversity of potential candidates. Whilst this form therefore necessarily covers ethnicity, disability status, age and gender, it is not seen by the person/s making the suitability assessment and does not influence the recruitment decision-making in any way.
- Our interview and simulation assessment panels will be made up of as diverse a group of people as possible, within the constraints of a small organisation.
- At interview, candidates will be asked questions that relate directly to the job and person specification requirements only.
- Those not successful at interview or the simulation process will be offered feedback on the reason/s why they have not secured the position.
- Where relevant, a supplementary policy on the recruitment of ex-offenders is available.

Service Delivery

- We aim to publicise the work of DUY to a wide variety of communities in accordance with our Equal Opportunities Policy. Where possible, publicity will be translated into other languages.
- The wording of DUY publications will be straight forward and contain access details where applicable. Any user/potential user of our services who asks for an explanation of any of our published items will be provided with such. If required and possible, publications will be taped, reproduced in large print or Braille, and translated into another language.

- We will seek to deliver provision in venues equipped and arranged so that, as far as possible, wheelchair users and people with disabilities or mobility problems, sight impairment, hearing or other sensory impairment, can enter the location, move freely and safely within it, and make use of its facilities. Where feasible, signs and labels in pictorial form, Braille or other tactile medium and other languages will be used, in addition to those in written English.
- DUY employees and volunteers will make every effort to prevent harassment of, or other discriminatory behaviour towards, users. Anyone who physically threatens a user, or who discriminates in speech, writing or gesture while participating with DUY, will be challenged and requested to apologise. If they refuse to do so, they may be excluded from the ongoing work and may subsequently become subject of a permanent ban.
- We at DUY expect all to be respectful of the feelings and considerations of others and be aware that certain forms of dress may be seen as racist or sexist.
- Whilst bearing in mind the right of individual expression, we will not tolerate any insignia, badge or clothing that is overtly racist or sexist, unless it is directly and deliberately connected to the challenging of such discrimination and has been approved by senior management.
- With regard to our service provision, DUY's pricing structure will be fair, justifiable and decided upon by the DUY senior management, as informed by relevant factors including this and other policies, and legislation.
- We will not take bookings from individuals or groups who advocate views or behaviour that contravene our Equal Opportunities Policy, and will request those who hire the company's services to adhere to the policy.
- The DUY Artistic Director and General Manager will ensure that any outside agencies who are connected with the company, abide by our Equal Opportunities Policy.

Training and Development

Employees and Trustees will be briefed on our Equal Opportunities policy when they first join the organisation and must commit to working in conformance with the principles and content.

Training and development opportunities will be made available for all staff and Trustees to support them in fulfilling their respective roles, and attendance is compulsory.

Working Conditions

The Trustees and senior management of DUY will seek to ensure that no employee is subjected to verbal or physical harassment or other discriminatory behaviour on the grounds outlined in Section 1, and will initiate grievance and disciplinary procedures as and when appropriate.

Any member of staff who becomes disabled will, whenever possible, be retained either in the same capacity or, where practicable, in alternative employment.

Complaints

DUY urges any person with a complaint to initially discuss the matter with a senior manager or member of the DUY Board of Trustees. Every effort will be made to resolve the matter to the complainant's satisfaction. Any employee, job applicant, Trustee, volunteer or user of DUY and its facilities who feels he/she has been discriminated against, may initiate DUY's grievance and disciplinary procedures.

Any person who feels they have been discriminated against in contravention of DUY's Equal Opportunities Policy should make a written or recorded complaint to the Chair of the DUY Board of Trustees. The complainant will be invited to discuss the issue with the Chair and another member of the Board of Trustees. The complainant may be accompanied by another person of their choice for support. The Trustees will subsequently make a formal decision based on what has emerged from the discussion, a decision that shall be final.

Pay and Benefits

DUY operates a policy of equal pay for work of equal value. The same benefits are available to all staff, although some are eligible for 'length of service' recognition.

Reasonable Adjustments

DUY will give careful consideration to requests for reasonable alterations to existing working conditions, such as flexible working hours or adjusting the working environment to accommodate a disability.

Failure to comply

Failure to follow this policy in all aspects of engagement with and of DUY will be considered a very serious breach. For employees, the Disciplinary Policy may be applied. For others, such as Trustees or freelancers, other sanctions may be sought.

Monitoring and Review

This policy will be reviewed in the light of experiential learning, and as and when new legislation comes into force. The effectiveness of the policy will be monitored through ongoing analysis of the staff team profile and their positions in the organisation. This breakdown of ethnicity, gender, age and disability status will be reviewed by the General Manager on an annual basis and reported to the Board of Trustees, when consideration will be given to any advisable action steps.