

EQUALITY AND DIVERSITY

Summary

Saffron Hall recognises and values diversity and difference. It is committed to eliminating unlawful discrimination and promoting equality of opportunity for all employees, volunteers, Board members, service providers and suppliers.

Audiences and Participants

Our aim is that our audience and participants will be representative of all sections of society and we will treat all members of the audience with equality, fairness and respect. We will not discriminate on the grounds of gender, marital or civil partnership status, pregnancy, maternity or paternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or belief, age, HIV status, employment status, unrelated criminal conviction or any other point of difference.

Volunteers

Our aim is that our volunteers will, as far as possible, be representative of all sections of society and that each volunteer should feel respected and be able to give of their best. Saffron Hall will ensure that no volunteer is discriminated against either directly or indirectly on the grounds of gender, marital or civil partnership status, pregnancy, maternity or paternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or belief, age, HIV status, employment status, unrelated criminal conviction or any other point of difference.

Employees & Others

Saffron Hall will create an environment in which individual differences and the contributions of all our employees, Board members, suppliers and all who have a professional involvement with Saffron Hall will be recognised and valued.

Saffron Hall will ensure that in accordance with our obligations under all relevant legislation no employee is discriminated against either directly or indirectly on the grounds of gender, marital or civil partnership status, pregnancy, maternity or paternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or belief, age, HIV status, employment status, unrelated criminal conviction or any other point of difference. Selection for promotion or training or any other benefit will be on the basis of aptitude and ability and will be equally available to all staff. We will promote equality and fairness for all in our employment, whether part-time, full-time or temporary.

We will also aim to ensure that no job applicant receives less favourable treatment on the grounds of gender, marital or civil partnership status, pregnancy, maternity or paternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or belief, age, HIV status, employment status, unrelated criminal conviction or any other point of difference.

No form of intimidation, bullying or harassment of or by audience members, employees, volunteers, Board members, suppliers and all those who have a professional involvement with Saffron Hall.

Breaches of the Saffron Hall Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings. Saffron Hall will treat seriously all complaints of discrimination made by audience members, volunteers, employees, Board members, suppliers, service providers or anyone who is involved with the organisation in a professional capacity and will take action where appropriate.

All employees, volunteers, suppliers and/or anyone associated with Saffron Hall in a professional capacity are expected to pay due regard to the provisions of this Policy and are responsible for ensuring compliance with it.

This policy has been approved by the Board of Saffron Hall Trust and will be monitored reviewed by the Board on an annual basis.

STAFF EQUALITY AND DIVERSITY STATEMENT and ARGUMENT

Saffron Hall Trust is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce, including full-time, casual and volunteer persons, to be representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in presenting world class artists in concert and promoting arts and cultural education - is also committed against unlawful discrimination of customers or the public

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. 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

The organisation commits to:

- encouraging equality and diversity in the workplace as they are good practice and make business sense
- creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence
- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation

- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The equality policy is fully supported by senior management.

Details of the organisation's grievance and disciplinary policies and procedures can be found at the Staff Hand Book. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signed on behalf of Saffron Hall Trust:

Signature

Name and title

Date

Signature

Name and title

Date
