

hybrid: arts

Equality and Diversity Policy
Assessed January 2009

Hybrid Arts is firmly committed to diversity in all areas of our work, and it's influence is evident in our core work. Diversity is an everyday part of Hybrid Arts' practice, with a diverse range of students from different cultural backgrounds, social situations and with varying educational experience self –referring to our programmes on a regular basis. Hybrid Arts do not target one specific group – we attract a broad range of young people aged 14-19 including those who are NEET, young people from minority backgrounds to young people who are achieving well at school but want to benefit from our specialist training, and those who want to do work experience or volunteer with us.

Hybrid Arts recognises that all discrimination on the grounds of gender, race religion, age, disability or sexual preference is unjust and sometimes unlawful and that it occurs at individual, institutional and societal levels. We are committed, as individuals and as an association, to a policy of equality of opportunity in the management and membership of the Hybrid Arts.

We are committed to the belief that equality can only be achieved through active promotion of an Equal Opportunities Policy to counter the effects of discrimination and disadvantage. We believe that genuine equality requires a commitment to the policy from everyone, including members and management.

The Equality and Diversity Policy underpins all our other policies and procedures. All organisation policies, remuneration opportunities, hours of work, performance review schemes, disciplinary or other procedures, and benefits are designed to promote equal opportunity and protection for all staff, contractors and volunteers.

The overall aim of this policy is to:

- Eliminate unlawful discrimination;
- Ensure that we treat all individuals fairly, with dignity and respect;
- Promote equality of opportunity;
- Promote equality of access;
- Provide a safe, supportive and welcoming environment - for staff, for contractors, for volunteers and for visitors; and
- Integrate our values into our work.

This policy applies to every employee, prospective employee, volunteer or person connected with Hybrid Arts, and to the services we provide.

This policy forms part of the formal contract of employment for staff and part of the formal agreement between volunteers and Hybrid Arts. All members of the organisation must abide by this policy - any failure to comply could result in disciplinary proceedings.

Implementing the policy

We will do our best to make our Equality and Diversity Policy fully effective by:

- Actively promoting it;
- Regularly monitoring and reviewing all our job selection procedures and criteria and change them if they result in unfair discrimination;
- Making sure that all employees and job applicants know about this policy;
- Taking appropriate action, using agreed procedures, if any employee breaches this policy;
- Providing training and guidance, particularly for line managers, to make sure that they understand this policy and their legal responsibilities;
- Monitoring recruitment and employment statistics to identify under-representation.

Equality and Diversity at Work

We are committed to providing equal opportunities in employment and demonstrating that we value the diversity of our workforce. In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we will:

- Do our best not to unfairly discriminate against any job applicant or employee and, when recruiting, only to consider factors which are relevant to someone's ability to perform the job well;
- Aim to create a workforce that is as diverse as the community we serve;
- Do our best to treat all employees and job applicants fairly in relation to all our employment policies and procedures and to meet any reasonable and appropriate additional needs they may have;
- Value and respect the identities and cultures of our staff, partners and clients
- Do everything we can to work towards a workplace that is free from discrimination, bullying and harassment and will act promptly on any complaints of discrimination, bullying, harassment or victimisation;
- Provide a safe working environment;
- Make the workplace, and information about work, as accessible as we can for all our employees;
- Give our employees clear information about job selection and training and encourage all employees to reach their full potential;
- Make sure that we work according to the relevant employment legislation and statutory codes of practice;
- Continue to develop good practice employment policies and procedures over and above those required by legislation;
- Apply this Equality and Diversity Policy through the organisation's recruitment and selection process, training programmes, grievance procedures and all other employment policies;
- Give employees and job applicants access to complaint procedures if they feel unfairly treated.

Commitment to Users

Service users and potential service users can expect Hybrid Arts to aim to:

- Design and deliver appropriate, accessible and effective services to all members of the community (in line with memorandum and arts);
- Work in partnership with others to promote equality and diversity;
- Make sure that we provide services that comply with relevant legislation and statutory codes of practice;
- Continue developing good practice policies and procedures over and above that required by legislation;
- Act promptly if we receive any complaints about the way we provide services.

Responsibility for implementing the policy

The Directors have lead responsibility for implementing and monitoring this policy, but all employees have a responsibility to work from it in all areas of their work, individually and collectively. Hybrid Arts directors will monitor this policy regularly to assess how effective it is being implemented across the organisation.

All employees must make sure they do not:

- Discriminate against anyone;
- Persuade or pressure another employee to discriminate;
- Harass, bully or abuse other employees or the public for any reason;
- Condone harassment.

If anyone witnesses a discriminatory incident at work, they have a duty of care to others to challenge such behaviour and practice.

If an employee does not follow these and other requirements of the Equality and Diversity Policy, we will usually deal with it under the Disciplinary Procedure.

Monitoring

Hybrid Arts will review this Policy, at least annually, to ensure it is appropriate and responsive to relevant legislation. Amendments to the Policy and Scheme will be made, where appropriate, in the light of experience or changes in guidance and/or legislation.