



## EQUALITY, DIVERSITY & INCLUSION POLICY

DAISI EQUALITY, DIVERSITY & INCLUSION POLICY

**INDEX**

1. Policy Statement
2. Objectives of the Equality, Diversity & Inclusion Policy
3. Purpose of the Equality, Diversity & Inclusion Policy
4. Content of Policy
5. People
6. Physical Environment
7. Programme
8. Discrimination and Appeals Process
9. Monitoring and Implementation of the Policy
10. Staff and Volunteers
11. Participants
12. Action Plan
13. Document Control Sheet

## **1. POLICY STATEMENT**

- 1.1 In recognition of direct and indirect discrimination on the basis of the following protected characteristics, Daisi believes that “equality, diversity and inclusion” (referred to as EDI) means providing the opportunity for inclusion of all individuals, irrespective of their race, sexual orientation, marriage and civil partnership, pregnancy and maternity, gender reassignment, religion or belief, disability, age, socio-economic background, age, physical and intellectual ability, political beliefs, health or well-being and national or ethnic origin. Daisi is committed to working towards providing equality of opportunity in its employment practices, Board composition, marketing, education policies, programming and services offered to clients, user groups and members of the public.
- 1.2 The Board of Directors of Daisi recognises its responsibilities in developing, implementing and monitoring the Equality, Diversity and Inclusion Policy for the company.

## **2 OBJECTIVES OF THE EQUALITY, DIVERSITY & INCLUSION POLICY**

- 2.1 The objectives of the Equality, Diversity & Inclusion Policy are based on an awareness of the following laws:
- i) Equality Act 2010 which from 1<sup>st</sup> October 2011 covers the following acts: Sex Discrimination Acts (1975 and 1986), Employment Equality (Sexual Orientation) Regulations (2003 and 2007), Employment Equality (Religion or Belief) Regulations (2003) and Equality Act (2006), Employment Equality (Age) Regulations (2006), Equal Pay Act (1970), Race Relations Act (1976 and its amendments 2000 & 2003), Disability Discrimination Act (1995 and amendments 2005) and Disability Equality Duty (2006)
  - ii) Sex Discrimination (gender reassignment) Regulations and
  - iii) Gender Recognition Act (2004)
  - iv) Employment Rights Act (1996)
  - v) Employment Act (2002)
  - vi) Civil Partnership Act (2004)
  - vii) Rehabilitation of Offenders Act (1974)
  - viii) Work and Families Act (2006)
  - ix) Part Time Workers Regulations (2000)
  - x) Fixed Term Employees Regulations (2002)

### **3. PURPOSE OF THE EQUALITY, DIVERSITY AND INCLUSION POLICY**

3.1 Daisi will actively promote equality, diversity & inclusion in the way that we deliver our work and build relationships with our stakeholders. - children and young people, teachers, governors, artists and others in the arts, education, and other sectors.

3.2 Daisi seeks to embed these values in our organisation and develop a culture that respects and values a diversity of viewpoints to help us better meet the needs of our stakeholders and act as a catalyst for organisational growth.

### **4. CONTENT OF POLICY**

4.1. The Daisi Equality, Diversity & Inclusion policy's Code of Practice is divided into the following headings:

- i) People
- ii) Physical Environment (buildings and venues)
- iii) Programme (projects)
- iv) Discrimination and Appeals Processes
- v) Monitoring and implementation
- vi) Staff and volunteers
- vii) Participants

4.2. Daisi staff are involved in the day-to-day implementation of this policy with ultimate responsibility for the policy resting with Daisi's trustees. The policy will be monitored and reviewed annually by Daisi's trustees and targets for change will be set where a need is identified.

### **5. PEOPLE**

5.1. Daisi will always act in accordance with relevant equality and discrimination laws and will not discriminate against any individual as outlined in this policy's opening statement. In seeking to support a diverse range of opportunities and increase representation in our workforce, we will at times pro-actively seek out artists with particular characteristics that are under-represented in our organisation

5.2 Daisi will include the following statement as part of our recruitment processes: Daisi are committed to attracting and recruiting diverse candidates as it's important that our trustees, staff, artists and volunteers reflect the

communities we serve at every level within the organisation. We value the positive impact difference has on our organisation. We encourage applications from all backgrounds, communities and artforms, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented.

5.3 This policy supports the fact that Daisi provides services for, and works in partnership with, a wide range of young people, artists, educators, youth workers, governors and other professionals and organisations, each with different characteristics and needs.

5.4. Recruitment of staff, artists and volunteers will be monitored via a data collection form (which will be automatically issued with all application or registration forms) to help us monitor and evaluate our progress in broadening diversity. Equal opportunities monitoring will not form part of the selection or decision-making process.

5.5. Daisi will provide EDI training for staff, artists and trustees at induction or where a need is identified.

## **6. PHYSICAL ENVIRONMENT**

6.1. Daisi will ensure that activities take place in venues that are fully accessible to all.

6.2. Daisi communications and publicity will be reviewed to ensure they are accessible and will be made available in large print or audio form if requested.

6.3. Daisi will aim to provide equality of access to participation in a broad spread of activities across the Devon and Torbay region, taking into consideration the different needs of, and obstacles faced by, people living in urban and rural areas.

## **7. PROGRAMME**

7.1 Daisi will plan a diverse programme including a diverse mix of activities when planning projects.

7.2 Daisi will take an inclusive approach to participation and actively encourage and enable people who face additional barriers to arts education, including those disabled by society and other characteristics that are under-represented in our audiences and participants.

## **8. DISCRIMINATION AND APPEALS PROCESS**

8.1. Any complaints about discrimination, or appeals about employment or selection issues, should be addressed to the Chair of the Board of trustees. The complaint will go through the process outlined in Daisi's Contact and Support Procedure.

## **9. MONITORING AND IMPLEMENTATION OF THE POLICY**

9.1. As highlighted above, this policy is the responsibility of the trustees. The policy will be implemented through day-to-day practice and to achieve this staff, volunteers, artists and trustees will be provided with a copy of this policy at the earliest opportunity when they first work with Daisi, together with any updated guidance that may be prepared by Daisi. All contract and project personnel will be required to promote EDI as part of their terms of engagement.

- 9.2. Monitoring will be carried out by the Director and EDI group and will be undertaken by:
- i) recording and analysing information about applicants who have applied for permanent and project-based positions through the inclusion of an Equal Opportunities Monitoring Form sent with each job application. The Equal Opportunities Monitoring Form will provide information on gender, disability, ethnicity and age.
  - ii) keeping records of all interview processes and selection panel members for 6 months post interview date.
  - iii) keeping confidential records on the background of current employees adding relevant information to their personnel records and monitoring progress in the organisation
  - iv) keeping records of any disciplinary matters that arise and how these are dealt with
  - v) reviewing the composition of the staff and Board members and analysing client/beneficiary profiles wherever practicable
  - vi) reviewing the quality and quantity of projects and programmes initiated or developed with community, education groups or disabled people, mixed cultural backgrounds, sexuality, gender and age ranges
  - vii) reviewing prices charged for education and outreach workshops
  - viii) recognising the role of the Arts Council England, Torbay Council and Devon County Council Authorities as external monitors
  - ix) compiling a list of training programmes available within the region and distributing this to Board members, staff and artists engaged by Daisi.

9.3 The Director, in conjunction with the EDI Group, will prepare a report on the development, implementation and monitoring of the Equality, Diversity &

Inclusion Policy which will be delivered to the Board annually as part of the Annual General Meeting.

9.4 The Director will undertake a full review of the development, implementation and monitoring of the Equality, Diversity & Inclusion Policy every three years in collaboration with the Board and EDI Group.

## **10. STAFF AND VOLUNTEERS**

10.1. Daisi promises to staff and volunteers:

- i) a safe, welcoming and inclusive workplace culture, where individuals are valued, respected and listened to

10.2. What Daisi expects from the people who work for us:

- i) to recognise and challenge all forms of discrimination and prejudice in the workplace
- ii) to treat colleagues, participants and work partners with respect, dignity and fairness and to acknowledge and celebrate diversity with them
- iii) to listen to the variety of views and opinions of others, but to constructively challenge those who express views and opinions which may show a lack of respect, sensitivity or regard to others

## **11. PARTICIPANTS**

11.1. Daisi promises participants in its activities:

- i) a welcoming and safe atmosphere in all our projects and services
- ii) sensitivity and understanding when exploring or addressing difficult or challenging issues, that may be linked to someone's gender, gender identity, disability, family circumstances, community background, marital status, race, ethnic origin, culture, religion or belief, social circumstances, physical and intellectual ability, political beliefs, age, sexual orientation, health or well being
- iii) staff that show respect, who recognise and value people as individuals and who listen to and learn from their views

## **12. ACTION PLAN**

It is recognised that Equality, Diversity and Inclusion in our sector is a goal we will strive for. The underlying principles around this subject are constantly evolving as society evolves and we will evolve within it. The

implementation of the Equality, Diversity & Inclusion Policy will be ongoing with short-term and long-term objectives, achievable depending on resources.

The Action Plan will be organised under the headings of:

- Governance
- Workforce
- Participants
- Partnerships

This Action Plan reflects the short term and long-term nature of the implementation of the Policy and will be reviewed annually in February by the Senior Management Team and the Board, see appendix or find attached.