



Revised October 2022

Equity & Diversity Policy

EQUITY & DIVERSITY POLICY

Completed by: Sheree Vickers, Melissa Toye & Shuba Rao

Role: Artistic Director, Access Officer & Development Director

Date: 19th October 2022

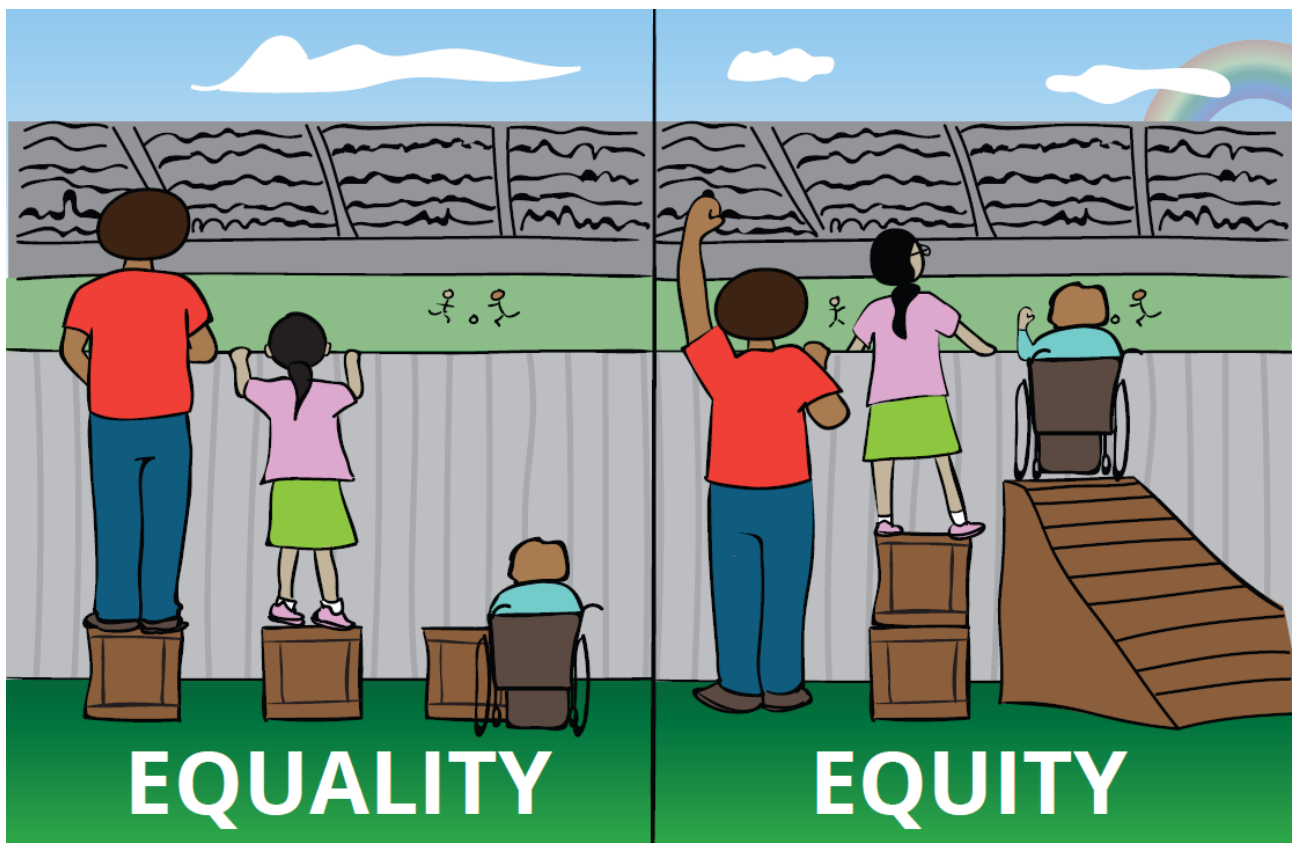


The following guidance is for anyone in our SAVVY community who has direct engagement with our work, including members, staff (whether full-time, part-time, voluntary or on work experience), partners, trustees, and support.

This Equity & Diversity policy should be used alongside our other policies, in particular our Code of Conduct, Anti-Bullying, Inclusion & Engagement, and our Company Handbook.

This policy covers all areas of employment: recruitment and selection, terms and conditions, promotion, and training. The policy outlines what equality of opportunity means within SAVVY, what we mean by discrimination and harassment, what sort of behaviours and attitudes we wish to promote, and what procedures and actions you can take if you feel you have been discriminated against, victimised, or harassed.

SAVVY accepts that people face discrimination and prejudice due to the systemic and structural inequalities that are embedded in our society. We are committed to advancing equity and diversity and will act to challenge and counter these in all our activities.



Definitions of Equality, Diversity and Equity

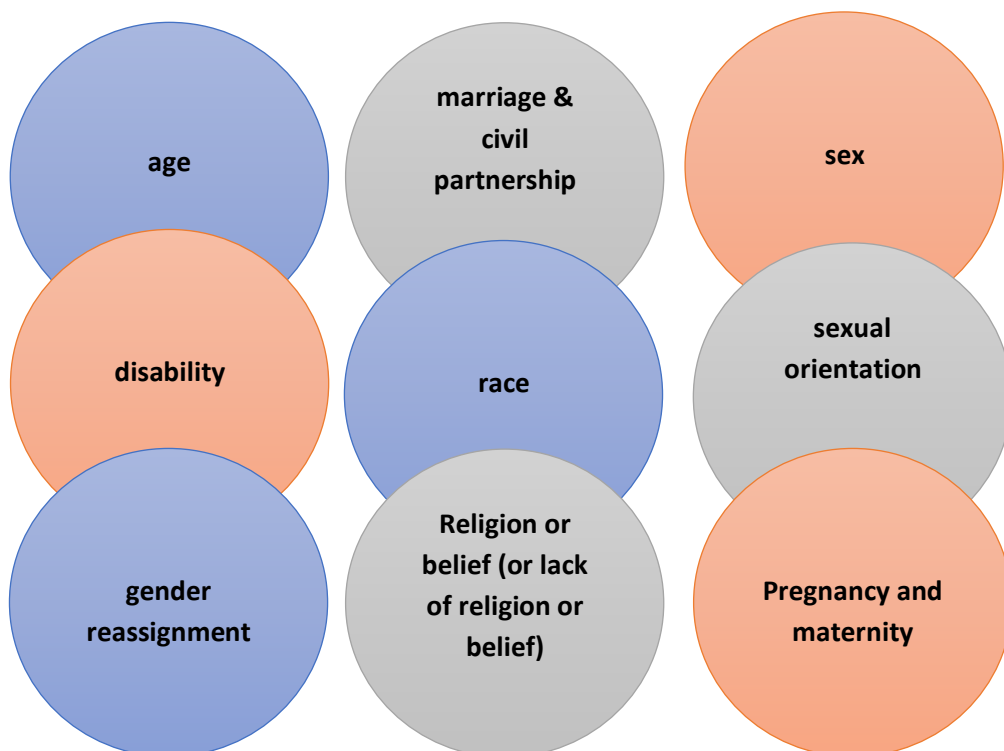
“**Equality**” means that everyone should be treated fairly. It recognises that everyone has individual needs and they have the right to have their needs respected.

“**Diversity**” recognises that our background, knowledge, skills, aptitudes and experiences are all different and that our differences should be respected and valued.

“**Equity**” recognises that each person has different circumstances and allocates the resources and opportunities needed to reach an equal outcome.

Equalities Act 2010 – protected categories

The Equality Act 2010 replaced all previous anti-discrimination laws and legally protects people from discrimination in the workplace and in wider society. The Act introduced and defined nine protected categories. These are shown in the diagram below: -



Recruitment

SAVVY Theatre company is an Equal Opportunities employer. No job applicant, employee or participant receives less favourable treatment on the grounds of gender, class, race, colour, nationality, ethnic origin, marital status, sexual orientation, age, physical disability, trade union activity, political or religious belief.

All job descriptions and advertisements shall include the phrase “SAVVY is an equal opportunities employer” and be available in a variety of formats including Easy Read, audio recorded etc...

No job applicant shall receive less favourable treatment on the grounds of race, age, sex, marital status, disability, religion, gender reassignment, pregnancy or sexual orientation.

Job advertisements or competency lists will not include conditions or requirements which cannot be shown as justifiable in excluding applicants.

All those involved in shortlisting and interviewing should discuss and agree on selection criteria, which ensures the above measures are implemented, and that no applicants are unjustly and unfairly disadvantaged. Selection criteria will be monitored and reviewed to ensure that individuals are selected and treated on their relevant merits and abilities.

All applicants will be asked to complete an equal opportunity monitoring form, and these will be monitored and reviewed to ensure a fair recruitment has taken place.

Employment and participation in SAVVY activities

All employees will be given equal opportunity for appropriate and available training to progress their work.

Racist, sexist and discriminatory behaviour or any form of bullying or harassment by SAVVY staff will not be tolerated. Repeated behaviour after warning will result in disciplinary action. See our Code of Conduct and Behaviour Support Policies.

Hours will be flexible to allow parents, carers, etc. the opportunity of employment.

All SAVVY staff, including artistic staff on freelance contracts, volunteers and work experience people are expected to apply the principles outlined in this policy to their work.

SAVVY seeks to encourage all members of the community to take part in activities by publicising events and ensuring that isolated minority groups and individuals are aware of these activities and feel welcome. This includes using culturally diverse images on all publicity, using different networks and media and taking the time to personally contact such groups and individuals to explain and encourage their involvement.

Where possible, times and dates of activities are made with consideration of families outside commitments, including times and dates of religious commitments etc, so as not to exclude individuals who might otherwise have taken part.

Trustees and management committee

SAVVY actively seeks to encourage representation from all areas of the project membership and local community and aims to maintain a balance of representation from within that membership.

Where possible, times and locations of meetings are adjusted, so as not to exclude individuals who might otherwise have taken part.

Dignity at work

At SAVVY we recognise that no two people are the same and we take the time to understand the needs that are particular to each individual. We avoid using 'blanket terms' and will adhere to putting the person first.

We provide training to encourage positive person-centred working. Types of training could include effective communication, use of Makaton, safeguarding, mental health awareness and writing risk assessments. This knowledge is then shared with all members and external partners.

Some of this training will be delivered and distributed to the wider SAVVY community for example Fairfield Halls front line staff.

When working at SAVVY, our mandatory expectations are to apply an understanding and uphold the acceptable use of language and dignity at work. Additional staff and volunteer training in areas such as Disability Awareness and Effective Communication is offered.

Our full Inclusion & Engagement Policy is available on our website and on request.

Complaints

Should an employee, member or trustee believe they have experienced harassment, bullying or discrimination, they may either attempt to resolve the matter informally by talking to a member of the SAVVY Core Team, or invoke the formal complaint procedure outlined in SAVVY's Behaviour Support Policy. All cases will be taken seriously, dealt with quickly and treated with the utmost confidence.

Employees, members or trustees are advised to seek advice as to the best course of action, at the earliest opportunity.

This policy will be reviewed by SAVVY Theatre Company every 2 years, or earlier if there are changes to legislation or an incident relating to these policies. Copies of this document are made available to all employed facilitators (paid or voluntary), group members of SAVVY Theatre Company and their parent/carers via our website and on request.

Any questions or concerns regarding this policy should be forwarded to:

**SAVVY Theatre Company
Fairfield Halls
Park Lane, Croydon, CR9 1DG**

Charity Number: 1179492
Company Number: 6357764

www.savvytheatre.co.uk