

LEADA

**EQUALITY AND
DIVERSITY
POLICY**

1.1. Policy Statement

LEADA CAMBS CIC is committed to promoting equality of opportunity and providing a supportive and inclusive environment. We are proud of our continuing commitment to widening participation and this commitment extends to members (children, young people and adults who are tutored and directed by LEADA Cambs CIC) staff, volunteers and other people who have dealings with us.

1.2 Purpose of this Policy

The purpose of this policy is to communicate our commitments to equality and diversity by defining:

- (i) The expectations of all LEADA CAMBS CIC members and staff within the Community.
- (ii) The key principles of equality and diversity.
- (iii) Our aims and priorities.
- (iv) Our arrangements for reporting of incidents and monitoring complaints.

1.3 Supporting Policies and Procedures

This policy is designed to be used in conjunction with many existing LEADA CAMBS CIC policies and procedures. These include:

- (i) Our stated Aims and Objects
- (ii) Child Protection and Safeguarding Policy
- (iii) Adult Safeguarding Policy
- (iv) Health and Safety Policy
- (v) Volunteer Policy
- (vi) Our Membership guidelines – Child and Adults class participants

1.4 Scope of this policy

This policy applies to all LEADA CAMBS CIC staff, volunteers, members, freelance workers and contractors. It supersedes all previous Equal Opportunities policies.

2.1 Definition of Equality.

Equality does not mean treating everyone in the same way. People may, for example, have different needs and requirements from us. For the purposes of this policy, equality is defined as providing 'equality of opportunity'. Removing barriers which prevent people taking part on equal terms.

2.2 Legal Status

LEADA CAMBS CIC has a legal obligation to provide 'equality of opportunity' to nine groups of people who hold 'protected characteristics'. These characteristics are defined as people who differ regarding:

- 1) Genders. Male, female, non-gender specific .
- 2) Race. All racial groups.
- 3) Religions or Beliefs. This includes non-religious belief systems.
- 4) Sexual Orientations. LGBTQ+
- 5) Age.
- 6) Marital Status. Single, married, divorced, in a civil partnership etc.
- 7) Disabilities. Physical and mental.
- 8) Changed Gender. Transsexual people.
- 9) Pregnancy or absenteeism relating to childbirth.

1: 'People' are LEADA CAMBS CIC staff, volunteers, members, job applicants, course applicants, freelancers, contractors and members of the public who have dealings with us.

2: Protected characteristics are defined by The Equality Act 2010.

2.3 Definition of Discrimination

Discrimination is defined as "Less favourable treatment to a person (or persons) that is not capable of being justified". **It is unlawful to discriminate against any person on the grounds of their 'Protected characteristics'**. Note that discrimination can occur in many ways.

This includes:

2.3.1 Direct Discrimination For example deliberately selecting only female members for a course which would be appropriate for anyone regardless of gender.

2.3.2 Indirect Discrimination. Where our policies or activities indirectly affect people, who have different 'Protected Characteristics'. E.g. Asking members to put a complaint in writing may indirectly discriminate against people with certain disabilities as they may find this request harder to comply with than non-disabled members.

2.3.3. Harassment. This can be unwanted conduct which affects the dignity of staff or members in their workplace or creating an intimidating, hostile, degrading, humiliating or offensive environment, eg name calling. Harassment includes acts performed by third parties e.g. members of the public, contractors etc.

2.3.4 By Association For example, where a white member is harassed by other members because she is in a relationship with a black member.

2.3.5 Victimisation For example, where a member of staff is persecuted by a line manager for making a complaint about another employee's behaviour.

2.3.6 By Perception, for example, where a member is perceived to be gay/ not gay and is teased about it - irrespective of the member's actual sexual orientation, or where a member is perceived to be lacking in ability and is criticised harshly when they may have an unseen disability.

Statutory Duty to Promote Equality

LEADA CAMBS CIC also has a statutory (legal) duty to 'promote' equality of opportunity and eliminate discrimination as defined by The Equality Act Public Sector Duty 2011.

"Promote" can be defined as taking proactive measures to prevent discrimination occurring in the first place and fostering good relations between people who share different 'Protected characteristics'.

3.0 Definition of Diversity

Diversity is defined as recognising and embracing the differences that exist amongst us all – both inside and outside of the legal framework. We want LEADA CAMBS CIC to be an inclusive environment which respects backgrounds and differences irrespective of, for example, socio or economic status, pastimes, choice of clothing etc.

4.0 Expectations of all LEADA CAMBS CIC Staff and Members

We expect all LEADA CAMBS CIC staff, volunteers, members, freelancers and contractors to:

- (i) Uphold the principles of this policy.
- (ii) Challenge behaviour which may marginalise or exclude others.
- (iii) Report behaviours or actions that contravene this policy.

Expectations

4.1 LEADA CAMBS CIC will not accept any acts of discrimination or harassment towards members, staff, volunteers or other people who have dealings with us. Committing or condoning such acts may be considered as gross misconduct and dealt with via our disciplinary procedures.

4.2 LEADA CAMBS CIC is an Equal Opportunities Organisation.

In the wake of current concerns regarding Racial, Ethnic and Gender discrimination we are taking heed of the impact this has on members of our community especially those who experience discrimination and suffer “Emotional Tax”

Emotional tax is a sense of anticipated discriminative language or behaviour towards individuals and this causes anxiety and stress, leaving them to believe that they must suffer in silence. This can harm organisations by preventing individuals from being able to thrive.

When individuals feel included they are more likely to be innovative and team-oriented and more likely to make lasting connections

Inclusion allows all LEADA members to be authentic— to speak their ideas, to innovate based on their lifetime of experience, to feel that their contributions are valued, and to envision their advancement.

LEADA CAMBS CIC expects members of our community to:

- Normalize talking openly about differences—paying particular attention to, listening to and affirming experiences that bridge gender, race, and ethnicity.
- Take proactive, careful stock of the day-to-day experiences of exclusion and inclusion; don't discount the subtle ways people can feel singled out or connected to their team-mates.
- Demonstrate through partnership the value we place on others' contributions.
- Notice inclusive leadership behaviours. All of us have a role to play in creating places where everyone is valued, is heard, and has fair opportunities to succeed.

5.0 Responsibilities for Equality and Diversity within LEADA CAMBS CIC

Everyone who has a connection with us shares responsibility for promoting equality and diversity.

A summary of key responsibilities is shown below.

Group	Responsible For:
LEADA Cambs CIC Directors	Ensuring the Academy follows all equality and diversity policies and achieves planned objectives.
Lead Tutor	Demonstrating visible commitment to promoting equality and diversity within the Academy. Development of equality and diversity policies, procedures, strategies and action plans. Monitoring and reviewing.
LEADA Cambs CIC Staff and Volunteers	Putting our policies into practice. Promoting equality and diversity in all our activities: auditions, teaching and directing, preparing for classes and performances, at events and meetings. Providing equal opportunity regarding additional needs. Adhering to policies and procedures in respect of complaints of discrimination and harassment.
LEADA CAMBS CIC Members (including members of Drama classes, Viva la Voce and the LEADA Company)	Respecting others in their language, actions and behaviours. Adhering to our equality and diversity policies and member guidelines. Reporting inappropriate behaviour and actions.

6.0 Complaints:

Any member or staff member may raise a complaint either formally or informally to the Directors, Lead Tutor, Tutors, Volunteer Manager and Safeguarding Lead

We will monitor complaints made within the organisation as part of our commitment to promote equality. Complaints made by applicants or members of the public should be addressed to the Directors.

7.0 Justifiable Discrimination in Decision Making

As a Dramatic Arts Academy, we are, at times required to make decisions, particularly in respect of our members, that may, on the face of it, appear to be discriminatory. However, such decisions are often capable of being justified in pursuance of the 'legitimate aims' of the Academy.

Example:	Justification:
Inviting only male members to audition for the part of a male character.	A male actor is required for reasons of authenticity. Similar rules excluding men would apply when casting a female part. However, we usually invite anyone to audition regardless of gender
Declining a member's application to perform a solo singing part because the applicant demonstrates a low musical ability during auditions.	The audition process is an objective assessment of talent and skills. Any member – irrespective of their background, could fail an audition on the grounds of ability.
Selecting a female member of staff to be responsible for stage make up in a female dressing room.	If make-up is applied in a non-dressing room environment where gender is not specific to that room, the gender of the make-up artist is not relevant. However, it is reasonable to conclude that a female is required for reasons of decency in a female dressing room.

<p>Advertising LEADA Cambs CIC programmes in a magazine predominantly read by black minority ethnic people.</p>	<p>As part of our duty to promote equality, it is sometimes necessary to target certain under-represented groups. Providing we are advertising our courses in other 'mainstream' publications, this action is justifiable.</p>
<p>Declining membership to anyone whose additional needs cannot be catered for by LEADA Cambs CIC</p>	<p>All our classes are collaborative expecting members to communicate ideas freely. It would be detrimental to those whose needs cannot be met by our existing provision. However, we are inclusive and we ask new members to try our classes. If we find that our expertise or resources are lacking, we recommend an alternative where appropriate specialist support is already in place for the benefit of the member concerned</p>

If you are in any doubt as to whether a process or decision is discriminatory, you should refer the matter to the Lead Tutor and/or the Directors

Directors:

Linda Ekins, Creative Director, Principal Tutor
 Amy Field, Safeguarding Lead and Child Protection
 Steve Ekins, Finance and IT Director
 Keith Holgate, Adult Welfare
 Charlie Hughes Tooke, Production

Tutors:

Charlie Hughes Tooke
 Amy Field
 Guest Tutors (Vocal/ acting coaches and choreographers/ animateurs)

This Policy will be reviewed biannually.

November 2018

Reviewed and Updated: May 2020

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