



# Equality, Diversity and Inclusion Policy

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## 1. Our Policy's Purpose

Equality, Diversity and Inclusion is at the centre of everything we do at Head2Head Theatre ["the Charity"]. We are committed to creating an inclusive culture in which our people who are devoted 'heart and soul' to the project feel they can be their true selves and thrive.

We value our people as individuals and we want everyone who works for us, visits us or participates in our programme to feel that they belong. We will treat everyone with dignity and respect and recognise all aspects of a person's identity.

To support this inclusive culture, this policy:

- Outlines our commitment to equity, diversity and inclusion for all our people, beneficiaries and visitors, and sets out how we put this commitment into practice.
- Explains the behaviours we expect of our people, beneficiaries, and visitors in support of this commitment.
- Sets out the key steps we take to make our culture as inclusive as possible.

## 2. Scope

This policy applies to:

- Anyone working for us, including employees, workers, contractors, volunteers, job applicants, and is relevant to all stages of the employment relationship

- Trustees
- Charity Partners
- Beneficiaries and visitors

### 3. Our Commitment

We believe that a culture of equity, diversity and inclusion benefits our organisation, charity partners, trustees, beneficiaries, visitors, and everyone associated with us. An inclusive culture supports the wellbeing of our people and enables them to work to their full potential because they can be themselves and feel that they belong.

- We are committed to promoting an environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.
- This commitment includes training and/or advising managers, employees, workers, contractors, volunteers, as well as our beneficiaries and visitors, of their rights and responsibilities under this policy. Responsibilities include staff conducting themselves in a manner which helps the Charity provide a safe environment, equal opportunities in employment, and preventing bullying, harassment, victimisation and unlawful discrimination.
- We ensure that our facilities, programmes, and services are, as far as reasonably possible, welcoming, and accessible to all.
- We make sure that the relevant reasonable adjustments are made to support individuals and take particular account of people with disabilities to overcome barriers in the working, volunteering, and governance, environment, and whilst using our services.
- We do not treat people less favourably because of their:
  - disability
  - gender, gender identity or gender reassignment status
  - marital status
  - race, racial group, ethnic or national origin, or nationality
  - religion or belief
  - sexual orientation
  - age
  - civil partnership status
  - pregnancy or maternity
  - paternity
  - educational background
  - socio-economic background
  - caring responsibilities
  - employment status
- We will enable opportunities for training, development and progress for 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 effectiveness of the Charity.
- We will review our employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- We take all complaints of bullying, harassment, victimisation and unlawful discrimination seriously. Any such complaints will be investigated promptly.

Employees wishing to make a complaint regarding discrimination, harassment, victimisation or bullying should refer to the Grievance Policy.

- Volunteers, Trustees, Partners, participants or visitors who have witnessed or experienced unfair treatment or behaviour and wish to raise a complaint can do so by contacting their Manager or the CEO.

**Commented [LA1]:** Advise you insert the most relevant contact for such instances, ideally not referring to person by name as that requires policy to be updated where people leave or are no longer engaged with the charity, preference would be to detail the job title as the point of contact

#### 4. What we expect of you

We expect you, and everyone in scope of this policy, to take personal responsibility for observing, upholding, promoting and applying this policy. Equity, diversity and inclusion is central to our purpose so creating the right environment is a responsibility that we all share.

Any employee who might be in breach of this policy will be investigated in accordance with our Disciplinary Procedure. Where an employee is found to have unfairly discriminated, harassed, or victimised another individual, amounting to gross misconduct, they may be dismissed without notice.

Breaches by workers, self-employed contractors or volunteers will be investigated and may result in the use of their services being terminated with immediate effect.

Breaches by a partner organisation will result in the third party's employer being contacted and a formal complaint being made using that employer's procedures.

Breaches by a visitor or participant will be investigated and may result in their participation on the Head2Head programme/activities being terminated.

#### 5. Agreement to follow this policy

The Equality, Diversity and Inclusion Policy is fully supported by the board of trustees.