

Diversity and Inclusion policy

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Contents

1. Introduction	3
2. Why this policy is important	3
3. Who this policy is for	3
4. Who is responsible for what	3
5. Our diversity and inclusion statement	4
6. How do we define discrimination	5
7. Applying our policy in practice	6
8. Diversity data monitoring	7
9. Other policies	7

1. Introduction

We recognise that the success of our organisation depends on our people. Diversity and inclusion is integral to the work we do and our aim is to attract, recruit, develop and retain the very best people at all levels.

We value diversity in capabilities, experiences, perspectives and approaches and are committed to creating the diverse workforce and inclusive culture that's so important for our continued success.



2. Why this policy is important

We are committed to promoting a culture that actively values difference and recognises that as a valued colleague you have the right to be treated with dignity and respect throughout your employment and not to be discriminated against, bullied or harassed whatever your background and/or experience. This policy is therefore designed to ensure that all our colleagues understand the importance of equality and diversity in the workplace irrespective of (but not limited to) age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or class.

3. Who this policy is for

This policy applies to all colleagues directly employed by Animikii Theatre in the UK.

It also covers trainees, individuals on work experience, job applicants, temporary workers and those engaged by us on a contract for services.

4. Who is responsible for what

All colleagues have a responsibility to ensure this policy is managed and implemented appropriately.

All colleagues are responsible for making sure they are familiar with, and understand, our relevant rules outlined here and in our other relevant policies.

All managers are responsible for applying this policy in line with other relevant policies. We expect you to lead by example and ensure that your team members adhere to our policy and promote equality of opportunity.

5. Our diversity and inclusion statement

Including, respecting and valuing others is integral to who we are and how we will continue to represent the audiences we serve. We are committed to creating an environment which ensures our existing colleagues, our prospective colleagues, contractors, trainees (work experience) and our former colleagues are treated fairly and with dignity and respect whenever they deal with us and that our environment is free from harassment, bullying and discrimination.

5.1 How do we define diversity?

Diversity is the unique difference that individuals have, both visible and non-visible. It is the appreciation and respect of these differences, some of which are protected in legislation.

5.2 How do we define inclusion?

Inclusion embraces diverse perspectives and promotes a culture of engagement, supportive energy and commitment from others so that you can do your best work. An inclusive culture creates a sense of belonging, respect and value for who you are, and recognises that the differences we have contribute to the overall value of our organisation and therefore ultimately its success.

5.3 What is a protected characteristic?

We are committed to being an inclusive employer, and this includes being treated fairly regardless of the following protected characteristics which are recognised in law:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership status
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation



6. How do we define discrimination?

Discrimination can take several forms:

- Direct discrimination – if you are treated less favourably because you have a protected characteristic
- Indirect discrimination – there's a requirement or condition which isn't justified but which disproportionately disadvantages one group with a particular protected characteristic
- Discrimination by association – if you are treated less favourably because you associate with, or have a connection with, somebody who themselves has a protected characteristic
- Discrimination by perception – if you are treated less favourably because you are wrongly perceived to have a protected characteristic
- Harassment – unwanted behaviour related to a protected characteristic and which you find offensive or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination.
- Discrimination because of disability – you are disabled and you are treated unfavourably because of something connected with your disability which can't be justified. This can also include a failure by us to make a reasonable adjustment if you are disabled. Please refer to our Reasonable Adjustment Policy for further information.

You have the right to work in an environment where you feel confident to raise any concerns you may have. If you believe you are being bullied, harassed or victimised you should raise your concerns via our grievance procedure.



7. Applying our policy in practice

This policy applies to all aspects of your employment including when you apply for a new role, your terms and conditions of employment including pay, promotion, training, your performance reviews, your conduct and interactions at work, and our disciplinary and grievance procedures. It also applies to you when you're outside work socialising with your colleagues, attending work related events or representing us externally.

In applying this policy our aim is to ensure that all colleagues are free from discrimination, harassment, victimisation or bullying of any kind. We expect you to challenge any non-inclusive behaviours and practices you find. If you fail to adhere to this policy then we may take further action including disciplinary action up to, and including, your dismissal. Please refer to our Anti-bullying and Harassment Policy for more details.

7.1 Colleague responsibilities

As a colleague we expect you:

- To familiarise yourself with this policy and to act in accordance with our commitment to diversity and inclusion at all times
- To work in partnership to create an inclusive environment in which everyone's contributions are valued
- To respect the rights of all your colleagues in an environment that is free from discrimination or harassment
- To proactively challenge inappropriate behaviour and report breaches of this policy to your line manager or senior management
- To be an advocate of diversity and inclusion within our organisation as well as the wider sector
- To raise concerns with your manager if you experience difficulties as a result of your disability, so that we can consider reasonable adjustments for you

7.2 Manager responsibilities

As a manager we expect you:

- To actively support diversity and inclusion, so that all colleagues feel valued, engaged and respected.
- To ensure that the decisions you make affecting employment, training, promotion, reward and career development are based only on an individual's skills, talents and ability
- To engage with your colleagues to create an inclusive working environment and ensure that everyone is familiar with the policy and aware of their responsibilities
- To proactively address any inappropriate behaviour including taking formal disciplinary action
- To be an advocate of diversity and inclusion
- To support relevant reasonable adjustments to accommodate colleagues' needs. More detail can be found in our Reasonable Adjustments Policy.

8. Diversity Data Monitoring

We collect colleagues' information relating to protected characteristics on a voluntary basis. This data is used continuously to review how we treat our employees as well as supporting us to report back to the Arts Council. This data is treated in strictest confidence. It helps us to identify areas where we should best focus on developing initiatives. It's also essential to help us measure our progress towards a more diverse and inclusive workplace.

9. Other policies it would be useful for you to review

Reasonable Adjustments Policy

Anti-bullying and Harassment Policy

Grievance Policy and Procedure

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