

Policy Title	Equity, Diversity, Justice and Inclusion Policy
Organisational Lead	Chief Executive
Policy Owner	Head of People and Culture
Approved by	Board of Trustees
Date Reviewed	January 2025 (This policy will be reviewed bi-annually)
Supporting / Related Documents (where relevant)	Bullying, Harassment & Dignity at Work Policy Whistleblowing Policy

Scope
<p>All of our Policies and Procedures are underpinned by Our Vision, Mission and Core Values.</p> <p>This policy covers Trustees, Employees, Freelancers and Volunteers and as far as possible, all participant, visitors, customers and visiting companies/performers.</p> <p>This policy may be amended from time to time in line with best practice, our Inclusion Action Plans and any changes in legislation or applicable codes of practice.</p> <p>Unless otherwise stated and where relevant, this policy does not form part of Employment Contracts save as required by law.</p> <p>Definitions</p> <p>Equity is managing differences so that everyone has equity of opportunity through a fair and consistent approach to the application of rules, policies and procedures. We recognise that sometimes this will mean treating people differently.</p> <p>Diversity is understanding, recognising, respecting and valuing differences.</p> <p>Inclusion is ensuring that everyone is able to use the same facilities, take part in the same activities, and enjoy the same experiences.</p> <p>Justice in relation to this policy refers to Social Justice – supporting society to function better and be more prosperous for everyone</p> <p>Unconscious Bias refers to a bias that we are less aware of, and happens automatically, often triggered by us making quick judgments and assessments of people and situations, influenced by our: background, cultural environment and personal experiences.</p>

Policy Statement

Norwich Theatre strives continually to ensure we create and sustain an inclusive working environment and to maximise the potential of all individuals who work for and with us, to participate in our activities and visit our premises.

Diversity and Inclusion are a core part of who we are and what we do. We recognise that there are both seen and unseen differences in us all, and we value these differences so that each person is treated and valued as a unique individual.

Our aim is for everyone to feel respected, have a positive experience, be able to give their best and be themselves.

Our facilities and services are accessible to everyone and we will continue to develop our policies and processes to increase awareness of Equity, diversity, justice and inclusion amongst our employees, volunteers, freelancers and users of our buildings.

We will put in place appropriate EDJI monitoring systems across all areas of our work, to enable us to measure success and identify priority areas for action planning

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1. Our Equity, Diversity, Justice and Inclusion Commitments

Our Employees, Volunteers and Trustees will be open minded, will not pre-judge, will recognise each other as individuals, and value our differences. We will promote and continuously develop our commitment to Equity, Diversity, Justice and Inclusion by:

- Providing equity, fairness and respect for all who attend our venues, whether Employees, Volunteers, Freelancers, Performers, Audiences, Participants or Visitors.
- Providing Equity, Diversity, Justice and Inclusion training to our employees and volunteers, and champion our commitments to creating and sustaining an inclusive working environment.
- Promoting an inclusive and harmonious environment in which all people are treated with respect and dignity and in which no forms or intimidation or harassment are tolerated.

- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, freelancers, customers, suppliers, visitors, the public and any others in the course of our work activities
- Making opportunities for training, development and progress available to all employees, who will be supported and encouraged to develop their full potential
- Reviewing and updating our Policies and Procedures to ensure fairness, and to ensure they are up to date with the latest changes in the law
- Aspiring to represent diversity across all artforms in our programming and pursue equity of access, the broadest inclusion and social justice through a range of audience development and engagement activities and across all our partnerships..
- Opposing and avoiding all forms of discrimination both within our activities and in the workplace. This includes pay and benefits, terms and conditions of employment, dealing with conflict and conduct/discipline, dismissal, redundancy, leave for parents, carers, dependents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- We will not discriminate in any way, including, not discriminating for any reason in relation to any of the protected characteristics covered by the Equality Act 2010 which are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Providing equal employment and participation opportunities regardless of part time or fixed term status, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexuality.

Exceptions to this policy are permitted within the Equality Act 2010 (Schedule 9, Part 1, paragraph 1) where the law allows for discrimination where there are 'genuine occupational requirements' and that the discrimination is a proportionate means of achieving a legitimate aim which may be required in circumstances such as the recruitment of actors, entertainers, artists and freelancers.

2. Our Responsibilities

Everyone who works or volunteers with us, has a responsibility to welcome audiences and participants without prejudice. Everyone who works or volunteers with us has a right to work and use our facilities in an inclusive environment, free from discrimination and bullying.

It is our responsibility to provide a varied programme of events both on and off stage and to challenge ourselves and any unconscious bias. Our Creative Experiences Strategy is robust in this area and is reviewed and measured at Board level. The organisation invests in the delivery of inclusion work, including work that supports social justice, committing funds for a programme of work and a dedicated team of professionals who work with the community, with schools and colleges and in skills training.

Whenever a barrier to participation is identified, whether it be a barrier to employment, taking part in an activity, or attending a performance, as far as possible, adjustments are made to accommodate and reduce those barriers.

We will support diversity and inclusion with the support of Trustees, Employees, Freelancers and Volunteers through promoting and celebrating our inclusive culture, sharing a non accusing environment, delivering training, increasing awareness, and providing creative programmes. It is everyone's responsibility to;

- ensure that this Equity, Diversity, Justice and Inclusion policy is adhered to
- understand clearly that there is a moral and legal duty not to discriminate against individuals on any of the grounds mentioned above
- actively demonstrate the practical application of the Equity, Diversity, Justice and Inclusion policy

Our Employees, Freelancers and Volunteers have a responsibility to welcome audiences and participants, and to work alongside colleagues without prejudice; and to identify and report any discrimination or suspected discrimination.

Any matters of concern from employees, Freelancers and volunteers should be raised promptly with their manager (employees), Duty Manager (Volunteers) or Norwich Theatre contact (Freelancers), or discussed (on a confidential basis if required) with a member of the People and Culture team. You have our commitment that you can, in good faith, complain or report a breach of this policy without fear of criticism, disciplinary action or victimisation.

All employees should be aware that disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination or acted in contravention of this policy. Equally support will be offered and training given to anyone deemed to have behaved in a certain way through lack of knowledge or awareness of unconscious bias.

3. Recruitment and Promotion

We seek to employ or engage the most suitable candidate for every job and will treat all employees, freelancers, volunteers and applicants with equity throughout the selection process. Everyone will receive support if needed and adjustments made, and will be considered on the basis of their merits and suitability for the post measured against the role/job description and person specification.

Advertisements

All advertisements for posts (internal and external), job descriptions and information given to candidates at interview will contain clear and accurate information to enable applicants to assess their suitability for the post and we will actively seek to promote inclusion, by reducing the potential for bias and discrimination (for example, by avoiding advert wording that is known to be more likely to deter one or more particular groups).

Advertisements and information about posts will not imply that there is a preference for one particular group of applicants and should ask only for those competencies and skills which are necessary to the performance of the job. Exceptions to this may occur in the case of advertising for actors, entertainers, freelancers or artists where it is proportionate to achieving a legitimate aim as permitted under the Equality Act 2010.

Selection

The procedures and instructions for interview must ensure that the assessment of a candidate's suitability for the job is based on the candidate's ability, merit and the job requirements as detailed within the Job description and Person specification.

During the recruitment process, should either the interviewer or the interviewee feel their relationship with each other could lead to any perceived or real bias, therefore creating a potentially unfair process then they should make this known.

In this circumstance the interviewer will either step aside from the interviews or ask for an impartial manager to support them in the interview. As interviewers, Managers will not be prevented from selecting their own staff and are offered support and protection. Equally applicants who have a connection with the interviewer will be offered equal opportunities.

If you are managing the recruitment process you must ask any candidates if they have any special requirements that should be considered in order for them to be able to attend/take part in the selection process.

Terms and conditions, and details about the role will be explained objectively and thoroughly to members of all groups in a way that suits their needs.

4. Training

We are committed to ensuring that all employees are supported and encouraged to develop as people. Managers involved in recruitment, promotion and training must have the knowledge and skills necessary for them to meet the requirements of this policy and training will be provided to them as appropriate.

The organisation places considerable emphasis on Training and Development. Employee training needs are identified and agreed as part of the objective setting process as well as ongoing discussions throughout the year. An Organisational commitment is made to training, raising awareness and the promotion of equity, diversity, Justice and inclusion. In addition to this a large number of our Employees, Freelancers and Volunteers attend Training and Awareness sessions in a range of areas including the following: Dementia Friends, Disability Awareness, Autism Awareness, Deaf and Visual awareness, Mental Health First Aid, LGBTQ and Trans Awareness, Anti-harassment, including sexual harassment and Customer Service training.

Employees will be treated fairly in relation to their personal development and training. Qualifying criteria for training must be objective, non-discriminatory and based on the needs of the individual and the organisation.

Training is provided to enable employees to represent the organisation fully, to perform their jobs more competently, and to develop their skills and competencies to their full potential. Training will aim to provide each employee with the skills and knowledge needed to establish equal opportunities for advancement. Training and development opportunities will, where reasonable, accommodate flexible working patterns, religious and faith needs and those who need reasonable adjustments.

5. Reasonable Adjustments

We want to ensure that all Employees, Freelancers and Volunteers are able to fully perform their role without being unnecessarily disadvantaged.

If anyone requires any reasonable adjustments in the course of their employment or engagement with us we encourage them to discuss these with their manager/Duty Manager/Norwich Theatre contact and / or a member of the People & Culture Team.

A meeting will be arranged to discuss what support is required to enable the individual to fully participate and carry out their role.

Once the meeting has been held a decision will be made to confirm if any reasonable adjustments that have been discussed can be accommodated.

As far as reasonably possible we will ensure that we support our people by making the adjustments required as soon as practically possible.

There may be occasions where certain adjustments are not deemed reasonable or appropriate and if this is the case this will be explained to the individual.

6. Management Control Of This Policy

The Organisation's policies, procedures and practices will be monitored and reviewed regularly to renew, update and refresh both the policy and the work the organisation does in terms of Equity, Diversity and Inclusion.

People are encouraged to contribute to the review and to improving accessibility and inclusion across the whole organisation. A culture of challenging anything that needs to change, and of widening inclusion and breaking down barriers is paramount.