

# Cinderford Artspace Equality, Diversity and Inclusion Policy



Updated - **June 2024** by Jim Bell

Approved by Board - February 2024

Review period - **Annual**

Originally created 2023 by Sally Gibson

Cinderford Artspace is committed to equality, diversity and inclusion, to non-discriminatory procedures and practices.

Cinderford Artspace is committed to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other development opportunities.

This policy is reviewed annually by the Artistic Director, the Development Director and the Artspace Board of Trustees. All employees, volunteers, trustees and participants are obliged to respect and act in accordance with the policy.

Cinderford Artspace commits to:

1. Encourage equality, diversity and inclusion in the workplace as good practise

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, participants and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, participants, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential.

5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy is working in practice, reviewing annually, and considering and taking action to address any issues.

## **General Ethos**

We believe that true equity is about more than access and creating opportunities; but is an ethos or philosophy which encompasses everyone and everything associated with the organisation.

Artspace is committed to working in a democratic and co-operative way collaborating with other agencies when possible.

Artspace will seek to redress the effects of discrimination, segregation, social and economic disadvantage, marginalisation and stereotyping in our work as a community arts centre and through our creative programme.

### **Fundamental Principles**

Artspace recognises the equality and value of all people and is committed to acting in this belief through all its practises and policies, both internal within the organisation and in external relations with other agencies.

Artspace is committed to eliminating discrimination from all its practises as a service provider and employer. It is the policy of Artspace that no volunteer, member, user of a service, employee, contracted artist, tutor or assistant, or job applicant will receive less favourable treatment on the grounds of any of the nine Protected Characteristics or socio-economic background, or by being a member of the Traveller community or against people who may be ex-offenders (with the exceptions specified in the Rehabilitation of Offenders Act 1974).

### **Artspace Users**

No one will be denied access to Artspace facilities on the grounds of any of the above. Artspace believes that everyone in society should have access to arts and culture; and that participation in acts of creativity and self-expression which are challenging as well as being enjoyable in themselves, can lead to increased self-awareness, self-confidence and a sense of shared cultural identity. Participation also contributes to the breaking down of barriers created by age, ability, mental health or learning support needs, nationality, religion and any other real or perceived barrier.

### **Outreach Work**

Artspace works with individuals, groups and communities particularly in Cinderford and the Forest of Dean, seeking to include those who are marginalised, rejected and undervalued by a society based upon oppressive and discriminatory power structures, and who have been denied access to arts and creative activities. Artspace uses art alongside community development approaches and techniques to bring about involvement.

### **Employment of staff, volunteers, tutors and artists**

Artspace is committed to being an equal opportunities employer and supporting a diverse workforce and will monitor all of its personnel practices and procedures in line with this commitment.

Recruitment and deployment of sessional tutors and artists will be on the basis of compatibility with the needs of the organisation, the particular user group, technical and creative skills, art form required for the particular group, people skills and commitment to the spirit of community arts work.

We aim to match volunteers and voluntary jobs within Artspace on the basis of self-identified development needs

Volunteers are offered Artspace training courses free in recognition of the value of voluntary work.

## **Artspace Training and Courses**

Artspace promotes equality, diversity and inclusion through on-going practises and training of employees, volunteers.

Artspace runs courses and projects that are inclusive and accessible. Volunteer or assistant support will be provided to individuals as required to enable equity in classes.

## **Charging Policy**

Artspace is not funded in such a way that it can offer its services free of charge. Courses and projects are paid for either by the individual participant, by other organisations who buy in our services, or through targeted project funding. In some cases activities may be free to participants at the point of delivery. Others are subsidised. A fee reduction can be offered.

We keep costs as low as possible to ensure maximum participation and break down the barriers caused by economic hardship.

## **Evaluation**

We aim to monitor all aspects of our work with regard to equality, diversity and inclusion and will use feedback gained to inform future work.

We aim to monitor and evaluate the effectiveness of our policies, procedures and practices in all aspects of our work.

## **Appendix 1:**

### **Bullying & Harassment Policy**

Cinderford Artspace reserves the right to suspend and/or exclude learners from their course and other funded learning opportunities where they act or behave inappropriately and fail to treat fellow learners and staff with respect, dignity and equity. Our learners are made up of different people from different backgrounds with differing needs and perceptions. Including those with any of the Protected Characteristics and from socio- economic areas of need.

Everyone should be treated fairly, as we recognise and celebrate the diversity and richness of our differences. Cinderford Artspace welcomes comments or ideas about good practice that will help us to make sure we treat people fairly. We want all courses to be free from discriminatory behaviour, harassment and bullying.

### **DEFINITIONS**

Bullying is any deliberate act, which results from a conscious desire to hurt, threaten or frighten someone. Harassment could include:

- Any physical contact which is unwanted
- Sending unwanted texts or emails
- Being ignored
- A display of materials you find offensive

- Offensive jokes
- Unwelcome remarks about a person's dress, appearance, race or marital status
- Personal insults
- Persistent criticism

This list does not aim to define all unacceptable behaviours, but to give an idea of the sort of things that would be considered to be harassment. The key is that the actions or comments are seen as upsetting and unacceptable. Bullying is just as unacceptable as any other form of harassment.

Bullying can take many forms, but four common types are:

- Physical - hitting, kicking, taking belongings.
- Verbal - name calling, insulting, making offensive remarks.
- Indirect - spreading nasty stories about someone, exclusion from social groups.
- Cyber bullying.

Bullying is;

- Offensive, intimidating, malicious or insulting behaviour
- Abuse or misuse of power intended to undermine, humiliate, denigrate or injure the recipient.

You should not accept any form of discriminatory behaviour. If you feel at any time that harassment and bullying are a problem on your course, speak to your tutor, or if you feel unable to raise the issue with them, please speak to the manager.

Updated in accordance with the The Equality Act 2010.