

EQUAL OPPORTUNITIES POLICY

1. Policy statement

- 1.1 We are committed to ensuring equality of opportunity for all job applicants and staff regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality or ethnic or national origins, religion or belief, sex or sexual orientation (collectively referred to in this policy as **protected characteristics**).
- 1.2 We welcome diversity in our workforce. We aim to ensure that our staff achieve their full potential. Any and all employment decisions at the Company are taken without reference to irrelevant or discriminatory criteria.
- 1.3 All staff have a duty to act in accordance with this policy and to treat colleagues with dignity at all times, and to not discriminate against or harass other members of staff, regardless of their status. Your attention is drawn to our separate Anti-Harassment and Bullying policy. The principles of non-discrimination and equality of opportunity set out in this policy apply equally to the way in which staff treat fellow staff, visitors, audience members, clients, suppliers and former staff members.

2. Forms of discrimination:

- 2.1 **Direct Discrimination** occurs where a person is treated less favourably because they, or someone with whom they are associated, has one or more protected characteristics.
- 2.2 **Indirect Discrimination** occurs where an individual's employment is subject to a provision, criterion or practice which puts them and other people with the same protected characteristic at a particular disadvantage when compared to others without that characteristic and that provision, criterion or practice cannot be objectively justified.
- 2.3 **Victimisation** occurs where an individual is subjected to a detriment because they have complained of, or given information in relation to, discrimination or harassment, (including supporting someone else's complaint) or because it is believed that he/she has done or may have made such a complaint or provided such information.
- 2.4 **Harassment** occurs where there is unwanted conduct of a sexual nature or related to a protected characteristic that has the purpose or effect of violating the victim's dignity or of creating an intimidating, hostile, degrading humiliating or offensive environment. (Please see our Anti-Harassment and Bullying Policy for further details).

3. Disability discrimination:

- 3.1 Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.
- 3.2 If you are disabled, may be disabled or may become or have become disabled during your employment with us, we encourage you to tell us about your condition so we can support you as much as possible and consider what reasonable adjustments can be made for you.
- 3.3 Staff must not be discriminated against directly or indirectly because of a disability or because of something arising out of that disability.

4. **Fixed-term employees and part-time workers**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified. You should not make any decisions as to what may or may not be justified without consulting with a senior manager.

5. **Implementing equality of opportunity**

5.1 Recruitment and selection:

5.1.1 We will ensure that recruitment and employment decisions are made on the basis of merit and ability only. Our recruitment and selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding discrimination.

5.1.2 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.

5.1.3 Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Nor should applicants be asked about matters concerning age, race, religion or belief, sexual orientation or gender reassignment.

5.1.4 We are required by law to ensure that all employees are legally entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before their employment starts to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency website.

5.2 Positive action

5.2.1 The Company may from time to time utilise positive action schemes or initiatives in seeking to enable those who share a protective characteristic to overcome any particular disadvantage associated with that protected characteristic, or in seeking to increase the representation of individuals who share a protected characteristic and who are underrepresented at the Company or the performing arts sector.

5.2.2 Positive action will only be used in accordance with the requirements of the Equality Act 2010. For more information, please speak to a manager.

5.3 Termination of employment:

5.3.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

5.3.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

5.4 Complaints raised under this policy:

5.4.1 If you believe that you may have been discriminated against in breach of this policy, you are encouraged to raise the matter through our Grievance Procedure or our Anti-Harassment and Bullying Policy as may be appropriate.

- 5.4.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated as appropriate. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this policy which are found to have been made in bad faith may, however, be dealt with under our Disciplinary Procedure.
 - 5.4.3 If you confirm that you do not wish to raise a formal grievance in relation to any complaint you make, we reserve the right to take appropriate action in any case or to determine that no disciplinary or other action is necessary and regard the matter as concluded.
- 5.5 Breaches of this policy
 - 5.5.1 We take a strict approach to breaches of this policy. If we suspect that you have committed an act (or acts) of discrimination or harassment or otherwise acted in breach of this policy, you will be subject to our Disciplinary Procedure or Anti-Harassment and Bullying Policy. This may result in disciplinary action being taken against you. In serious cases, this behaviour may constitute gross misconduct and, as such, may result in dismissal without notice (or payment in lieu of notice).