

LARGE PRINT

Single Equality Policy

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THE GRAND
THEATRE | BLACKPOOL

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1. Purpose

The Grand recognises that driving creativity and performance through the development of a diverse workforce is essential if we are to achieve our goals. In addition, the Arts Council requires that all its National Portfolio Organisations produce and implement an equality action plan demonstrating how they will promote equality in the arts, encourage diverse talent and increase opportunity to enter the arts workforce.

To these ends, The Grand will ensure all decisions on employment and development relating to current and future employees and volunteers are objective, based on merit, support our business plan and the Arts Council's goals. This will be achieved through the continuous review of workplace policies, practices, procedures and behaviours to check that these are enabling all to give of their best.

1.1 Statement of intent

The Grand recognises its responsibility to ensure that all audiences, artists, employees and volunteers are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation.

The Grand respects and values the social and cultural diversity of its audiences, artists,

employees and volunteers and is committed to promoting equality in all areas of its operation.

In addition to meeting its legal and funding obligations, The Grand aims to:

- Fully integrate Equality into the practices, procedures, operations and culture of the organisation
- Create a vision of Equality shared by our Boards, Employees, Volunteers, Stakeholders and Funders
- Ensure that this vision is promoted at every opportunity

Our Single Equality Policy is endorsed by:



Anthony Stone
Chair
Arts & Entertainments
Board



Roger Lloyd Jones
Chair
Trust Board



Ruth Eastwood
CEO

2. Principles and Legislative Obligations

The Grand is committed to maintaining good practice in relation to equal opportunities and will review our policies in this area on a regular basis in line with legislative changes and best practice benchmarking.

The Grand is committed to the elimination of unlawful or unfair discrimination because of a Characteristic protected under the Equality Act 2010 (the Act). The same 9 Protected Characteristics covered within the Act are Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

Therefore, it is The Grand's policy to ensure that all employees, potential employees, volunteers and trainees receive equal consideration. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunities within The Grand's services and will be encouraged to progress within the organisation. To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing

employees. The Grand is committed to a programme of action to make this policy fully effective.

The Grand values the contribution of a diverse workforce and undertakes to treat all individuals fairly and with respect. It is recognised that everyone is entitled to dignity at work. Therefore, The Grand seeks to establish a fully diverse culture in employment practices, service delivery and policy formulation.

A diverse workforce that reflects our local community in cultural and different life experiences will enhance potential for creativity, vitality and greater opportunity for innovation within The Grand.

Diversity within the workplace is aimed at valuing the diversity of each individual employee and volunteer to maximise their contribution. Diversity encompasses visible and non-visible individual differences. By combining Equal Opportunities and Diversity into a Single Equality Policy, we can emphasise the positive benefits, such as drawing on a wider pool of talent, positively motivating all employees and meeting the needs of a wider customer base.

The Grand is committed to complying with all relevant legislation and any code of practice concerning Equal Opportunity and Diversity.

3. The Equality Act 2010

The Grand is committed to comply with all provisions under the Equality Act 2010.

3.1 Age

The Equality Act 2010 makes it unlawful to discriminate against a person because of their age, whether young or old unless it can be objectively justified.

3.2 Disability

The Act continues to make it unlawful to discriminate against an individual on the grounds of their disability which amounts to a physical or mental impairment. It is also unlawful to treat a disabled person unfavourably because of something connected with their disability. The Grand will aim to make any reasonable adjustments to the workplace and to systems of work in order to accommodate an individual's disability.

The Act now makes it unlawful for a company to ask a candidate about their health before offering work. Such questions may only be lawful if The Grand is considering whether any reasonable adjustments need to be made to

accommodate an applicant throughout the interview selection process, to decide whether an applicant can carry out a function that is essential to the job or to monitor diversity among people applying for jobs.

3.3 Gender Reassignment

It is unlawful to discriminate against a transsexual person who proposes to, starts or has completed a process to change their gender. In addition, it is unlawful to treat an individual less favourably because they are absent from work as they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they are ill or injured.

3.4 Marriage and civil partnership

The Act makes it unlawful to discriminate against a person because of marital status or civil partnership.

3.5 Pregnancy and maternity

A woman is protected against discrimination during the period of her pregnancy and any statutory maternity leave to which she is entitled. During this period, pregnancy and maternity discrimination cannot be treated as sex discrimination.

3.6 Race

It is unlawful to treat an individual less favourably because of their colour, race, nationality (including citizenship) or ethnic or national origin, or apply requirements or conditions which have a disproportionate effect on people of a particular racial group, and which cannot be justified on non-racial grounds.

3.7 Religion or Belief

The Act makes it unlawful to discriminate because of an individual's religion or lack of religion or philosophical belief. To be protected, a belief must satisfy various criteria, including that the belief is a weighty and substantial aspect of human life and behaviour.

3.8 Sex

It is unlawful to treat an individual less favourably because of an individual's sex or to apply selection criteria, policies, employment rules or any other practices which have a disproportionate effect on people of a particular sex unless they can be objectively justified.

3.9 Sexual Orientation

The Act makes it unlawful to harass, victimise or otherwise discriminate against a person

because of her/his sexual orientation or perceived sexual orientation. The Act protects bisexual, gay, heterosexual and lesbian people.

3.10 Equal Pay

The Grand will ensure that a consistent approach is applied to remuneration and benefits for men and women and will make recommendations for amendments where any inequalities may be found. The Grand will participate in appropriate benchmarking to ensure we pay the correct rate for the job regardless of whether the individual possesses a Protected Characteristic.

4. Definition of Terms

4.1 *Direct Discrimination* occurs when an individual is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

4.2 *Indirect Discrimination* can occur when there is a condition, rule, policy or practice that applies to everyone but particularly disadvantages people who share a protected characteristic.

- 4.3 *Associative Discrimination* occurs when someone is directly discriminated against because they associate with another person who possesses a protected characteristic (except in marital/civil partnership status).
- 4.4 *Perceptive Discrimination* occurs when someone is directly discriminated against because others think they possess a particular protected characteristic (other than marriage or civil partnership) even if they do not actually possess it.
- 4.5 *Harassment* is unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees need not possess the relevant characteristic themselves and may be protected because of perception or association.
- 4.6 *Victimisation* occurs when an employee suffers a detriment because they have made or supported a complaint or raised a grievance under the Equality Act or because they are suspected of doing so. An employee is not

protected from victimisation if they have maliciously made or supported an untrue complaint.

4.7 *Sexual Harassment* occurs when an individual is subject to abuse, physical, verbal or hostile behaviour because of his/her sex which might threaten the individual's job security or create an intimidating environment.

5. The Part Time Workers Regulations

These regulations make it unlawful to treat a part time employee less favourably in their contractual terms and conditions than comparable full-time employees.

6. The Rehabilitation of Offenders Act

This Act makes it unlawful for employers, or prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (which will depend on the seriousness of the offence and the length and severity of the punishment), the person concerned is to be assessed as if the conviction had never taken place. He or she may omit to give details to a prospective employer and this must not be counted against him or her in selection. There are exceptions in certain professions, offices,

employments and regulated occupations where all previous offences are to be disclosed.

Practical Implications - In practical terms, the impact of the Act means that if asked at interview about convictions and the applicant denies that he or she has ever been convicted of a criminal offence, even if the employer later learns that the applicant does have a criminal record, this would not, in these circumstances, be justifiable reason for dismissal.

7. Responsibilities

The Grand will ensure its Single Equality Policy is implemented at all levels. Overall responsibility for the policy and its effective implementation resides with the Chief Executive. However, the responsibility for the day to day operation of the policy rests with all members of staff.

7.1 Manager's Responsibility

Managers are responsible for ensuring they have understood the need to follow and adhere to The Grand's Single Equality Policy.

The Grand will provide training and guidance to managers and other relevant decision makers to ensure that they understand their position both in law and under The Grand's policy.

7.2 Employee / Volunteer Responsibility

While The Grand is responsible for the adoption, implementation and monitoring of related policies; all employees and volunteers hold the responsibility of ensuring discrimination does not occur.

It is the obligation of all employees to comply with the Single Equality Policy. If an employee witnesses conduct which breaches the Single Equality Policy it is their responsibility to report this to their Line Manager.

7.3 Company Monitoring

The Grand surveys new employees in order to monitor the make up of its existing workforce. The Grand uses the Equality and Human Rights Commission's recommended groupings/category to monitor both the recruitment and selection processes (see Appendix A).

8 Complaints and Investigations

The following procedures detail both informal and formal methods that may be used to ensure that any discriminatory problems employees, potential employees and trainees may encounter are resolved in an efficient and effective manner.

8.1 Informal Process

In the first instance and throughout the process, if an employee feels they are being bullied or harassed, they may seek informal advice/guidance from their line manager.

Wherever possible, in each case, if the employee(s) feels able, he/she should make it clear to the person being complained about that the behaviour is unwelcome and offensive and ask them to stop.

If it is too difficult or embarrassing for the individual to do so, the complainant should ask his or her own line manager to make the initial approach to the person being complained about. However, if the person they are complaining about is their own line manager, then the individual should initially approach their line manager's manager.

The matter may be mutually and informally resolved at local level where it is considered to be a practical and appropriate option/solution by the complainant. Every effort must be made to resolve any problems locally.

The individual who is dealing with informal action on behalf of the complainant should not put the complaint to the discriminator. The individual should remind the discriminator of

the type of behaviour and conduct that is unacceptable and the consequences of that behaviour.

The informal stage should serve as an opportunity to remind individuals of the expected standards of behaviour and the consequences of breaching those standards.

A written record of any informal action must be kept and forwarded to the Theatre Administrator. This activity must be carried out by the person dealing with the complaint.

Use of the informal stage will not affect the right of the complainant to make a formal complaint which could lead to formal action being taken.

8.2 Formal Grievance Process

If an employee's complaint cannot be resolved informally, a formal process as per The Grand's Grievance procedure should be used.

A complaint should be made in writing. The complainant should set out the full details of the complaint which should include:

i) The name of the discriminator, harasser or bully;

- ii) The conduct complained of, including words and actions;
- iii) Any relevant dates and times at which the conduct occurred.

Each side will have an opportunity to put their side of the case across and have an opportunity to respond.

Following the investigation, the findings and any recommendations will be communicated in writing to both parties. The complainant will have the right to appeal.

If the case is substantiated a disciplinary hearing may be convened. In such case The Grand Disciplinary procedure will apply.

The Grand will undertake to do everything possible to prevent any re-occurrence of any substantiated discriminatory behaviour or practices.

Should any employee feel they require additional support in terms of referral to specialist organisations and/or counselling, they should contact the Theatre Administrator.

9. Reviewing the Policy

The Grand will continually review this policy to ensure commitment to equality of opportunity and

diversity, as set out in the guiding principles, is adopted and implemented.

10. Implications of the Policy

The Grand will seek to ensure individuals, training providers, firms and institutions, acting on behalf of or as agents of The Grand, do not practice unlawful and unfair acts of discrimination.

11. Single Equality Policy Action Plan

We are committed to monitoring our Single Equality impact to as great an extent as possible.

The Grand will make every effort to ensure that discrimination does not occur in any aspect of its work and to actively promote Equality. We will therefore specifically take the following actions:

11.1 Advertising Vacancies

Action	How
When advertising posts or training places either internally or externally, The Grand will attempt to elicit the widest possible response	Use recognised bodies and forums to advise on good practice in relation to advertisements Ensure the advertisements do not discriminate against anyone on the grounds of a Protected Characteristic

11.2 Role Profiles

Action	How
The wording of role profiles will clearly identify the responsibilities of the role	Eliminate any potentially discriminatory criteria or phrases
Thought will be given to job sharing, flexitime or part time hours where operational requirements allow	Consider hours of work and job content when defining a role

11.3 Assessment and Selection

Action	How
<p>All members of selection and interviewing panels will be expected to demonstrate an understanding of The Grand's Single Equality Policy.</p> <p>Panels will only ask questions which are directly relevant to the role in question</p>	<p>Share copies of the Policy with panels</p> <p>Ensure panel members have attended a Single Equality Workshop</p>
<p>All managers responsible for recruitment, selection, and promotion will demonstrate an understanding of The Grand's Single Equality Policy</p>	<p>Share the Policy with line managers</p> <p>Ensure line managers have attended a Single Equality Workshop</p> <p>Line managers are provided with continuous training</p>
<p>The Grand will achieve an ability-based workforce, which is in line with the diverse population</p>	<p>Job applications and employees selected for training and promotion are periodically reviewed to ensure no applicant or employee is treated less</p>

	favourably because of a Protected Characteristic
Promote The Grand's commitment to Equality as part of all recruitment processes for paid employees, volunteers and board members	Clear Equality commitment and messages within all recruitment packs Volunteer recruitment procedure developed in light of Equality Action Plan

11.4 Promotion, training and Career Development

Action	How
Managers and supervisors will ensure they do not treat any colleague less favourably because of a Protected Characteristic by denying them promotion or training opportunities or by applying criteria which disadvantages or prevents employees from applying because they cannot meet that	Provide the training required to implement the Single Equality Policy. Ensure that all employees and trainees will have direct access to training and development regardless of whether they possess a Protected Characteristic. Provide choice, access and quality of services that meet the diverse

<p>criteria</p> <p>Employees on maternity leave will be afforded the same rights to promotion and career development opportunities as male counterparts</p> <p>Employees who suffer from a disability should not be placed at a disadvantage in respect of training and promotion opportunities</p> <p>Part time employees will not be excluded from training and development opportunities simply because they work part-time</p>	<p>needs of the community in which we work.</p>
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11.5 Part Time

Action	How
<p>Employees who work part-time will be treated in the same way as full time colleagues with regards to promotion and</p>	<p>Provide the training required to implement the Single Equality Policy</p>

<p>training opportunities Part time employees will be entitled to the same benefits as full time employees on a pro-rata basis</p>	
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11.6 Redundancy, Dismissal and Demotion

Action	How
<p>The Grand will operate fair policies and procedures in respect of redundancy, dismissal and demotion which ensure non-discrimination because of a Protected Characteristic</p>	<p>The Grand retains records of all employees selected for redundancy, dismissal and demotion in order to monitor Single Equality</p>

11.7 Protection against Detriment

Action	How
<p>No employee will suffer any detriment as a result of lodging or assisting in the investigation of a complaint under this policy</p>	<p>If an individual is subjected to a detriment by any employee or manager of The Grand, the employee or manager will be investigated under The Grand's</p>

	Disciplinary Policy Any such detriment may be treated as gross misconduct
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11.8 The Working Environment

Action	How
The Grand will provide a safe and accessible working environment for existing and potential employees/trainees, so far as is reasonably practicable, safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.	All employees will receive Health & Safety instruction as part of their induction and on-going training The Grand maintains an Accident Book and will regularly analyse entries to identify issues for action The Grand commissions an annual Health & Safety inspection from a qualified consultant The Grand commissions work risk assessments of teams and tasks

11.9 Programming

Action	How
The Grand will ensure that the annual programme of performances, events and participation projects caters for as broad a range of communities and groups as possible	Inclusive marketing plans Regular research to guide engagement Annual assessment of programme focus Plan to include 'relaxed performances' of co-commissioned work by 2019 eg pantomime
Build on the success of events like Showzam, Au Revoir Review, AmDram Week, etc. to develop a diverse programme that is financially sustainable	Increase diversity in programming and audiences
Ensure Equality is discussed regularly by the Senior Management Team	Equality is a standing agenda item for SMT meetings

11.10 Audience Development

Action	How
Continue the partnership work between the Creative	Regular secondary and primary schools' newsletter

Learning and Marketing teams that has helped build school audiences effectively over the last two years	Participation in the RSC Associate Schools programme
Increase our engagement with difficult to reach communities and groups	Create a diverse team of Community Reps who can support our audience development plans in their area
Develop ways to involve older people in the work of the theatre and overcome their barriers to attendance	Work with the Friends of The Grand to promote the <i>Introduce a Friend</i> scheme Use Community Ambassadors to identify older people with particular issues eg hearing disabilities or transport problems that we can overcome with support from our sponsors

11.11 Marketing

Action	How
Prioritise reaching more diverse audiences in our marketing and audience development	Increase use of social media networks Research, test and review new marketing

strategies	channels
Identify key projects which exemplarise the company's commitment to Equality such as audio described performances	Actively promote productions and events that showcase our access policy and plans

11.12 Buildings

Action	How
Review access issues in the main building and develop detailed plans for fully accessible buildings, successfully catering for all target communities	Work with disability groups eg N-Vision NW to identify and resolve issues
Integrate Equality thinking into the planning stages of our new development	Work with theatre architects to overcome access issues in future building development projects

Appendix A

EQUAL OPPORTUNITIES and DIVERSITY MONITORING FORM

This information will be handled confidentially.

It is used to monitor the impact of selection decisions and personnel practices in order to assess whether equality of opportunity is being achieved in accordance with our commitment to be an equal opportunities employer.

To assist the company in this process please indicate the groupings to which you most closely belong by ticking the boxes listed below.

Gender: (Please tick)

Male

Female

I would describe my ethnic origin as: (Please tick)

English/Welsh/Scottish/ Northern
Irish/British

Irish

Gypsy or Irish Traveller

Any other White background

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic
background

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

African

Caribbean

Any other Black/African/
Caribbean background

Arab

Any other ethnic group

Not known/prefer not to say

I would describe my religion as: (Please tick)

Buddhism

Islam

Christianity

Hinduism

Judaism

Sikhism

Other (please describe)

None

Sexuality: (Please tick)

Heterosexual/Straight

Gay Man

Gay Woman/Lesbian

Bisexual

Prefer not to say

Disability:

Non-disabled

Visual impairment

Hearing impairment/Deaf

Physical disabilities

Cognitive or learning disabilities

Mental health condition

Other long term/
chronic conditions

Not known/prefer not to say

Completed forms should be returned to
The Grand Theatre, 33 Church Street, Blackpool, Lancashire, FY1 1HT