



# **CARTWHEEL ARTS**

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

### **Introduction**

At Cartwheel Arts we believe in building safe and strong communities, where people of different backgrounds and lifestyles can live and work together with mutual trust and respect.

Cartwheel Arts is committed to implementing an Equality, Diversity and Inclusion policy (EDI) which promotes equality of access to a full range of arts events for people of all ages, abilities, cultures and communities.

The policy can only be implemented through proactive co-operation of organisations and individuals engaged in arts activity. Cartwheel Arts expects, as a condition of working or volunteering for the company, that individuals embrace the spirit and ethos of equality, diversity and inclusion and operate effective equality practices.

Cartwheel Arts' policy addresses:

- how our organisation deals with staff, freelancers, members of the company and volunteers
- how our organisation deals with participants and the public
- the role of our Board of Trustees

Cartwheel Arts is committed to promoting equality, tackling all forms of discrimination and to fostering good relationships. We will ensure that all employees and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, race, gender, religion, sexual orientation, civil partnership/marriage, pregnancy/maternity or gender reassignment.

Cartwheel Arts is bound by the provision and spirit of the relevant equality legislation. All of its work, decisions, policies, procedures, protocols, projects and training are informed by a commitment to the promotion of diversity.

In implementing this policy Cartwheel Arts will take account of the Human Rights Act and Equality Act 2010. This equality, diversity and inclusion policy will be implemented across all aspects of Cartwheel Arts' work:

- the appointment of members to its Board
- the appointment of staff, their conditions of service and employment procedures
- the appointment of volunteers
- all dealings with the public and service users
- the contracting and management of freelancers
- development of practices, policies and procedures
- everyday work and practice

## **BOARD OF TRUSTEES**

Cartwheel Arts will aim to ensure that the Board of Trustees is representative of the communities and participants which it serves.

The Board of Trustees will be responsible for ensuring that the Equality, Diversity and Inclusion policy is properly implemented, monitored and reviewed.

The members of the Board of Trustees will aim to undertake EDI training as part of their membership role.

In working together with each other and in all interactions with staff, volunteers and the public, the Trustees will act in accordance with an agreed set of values: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

## **STAFFING/VOLUNTEERING**

Cartwheel Arts will ensure that no job applicant, freelancer, employee or volunteer receives less favourable treatment than another on grounds of disability, gender, race, sexual orientation, age, religion/belief, civil partnership/marriage, and pregnancy/maternity or gender reassignment status.

Cartwheel Arts is committed to undertaking open recruitment and selection procedures and wherever possible all relevant vacancies will be advertised and fair and equitable short listing and interview processes will be followed.

Employees, freelancers and volunteers working with Cartwheel will be informed of the EDI policy and receive training on equality issues as a mandatory requirement, via a number of affordable mediums.

Cartwheel Arts will also ensure that the changing and developing needs of freelancers, staff and volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

Cartwheel Arts operates other policies and procedures which all staff will be appraised of. Behaviour or actions against the spirit and /or letter of the equality/human rights laws, on which this policy is based, will be considered a serious disciplinary matter.

We are opposed to all forms of unlawful and unfair discrimination.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the nine protected characteristics covered by the Equality Act 2010.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equality, diversity and inclusion in the workplace is not only good management practice; it also makes sound business sense. Our EDI policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

## **PUBLIC AND PARTICIPANTS**

Cartwheel Arts aims to make its activities accessible to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential participants and audience members from having equal access to the organisation's activities. This will include:

- developing an equality framework which influences design, planning and delivery of CA policies, procedures and practices.
- events and workshops to be held on suitable days and times to be inclusive of community members.
- cultural and religious needs to be identified and met as far as possible e.g. single gender sessions, dietary requirements.
- all project (arts) activities to take into account the varying needs and abilities of the participants.
- ensuring that activities take place in venues and premises which are
- accessible to disabled people

- providing facilities for disabled people to enable them to participate fully in activities e.g. making reasonable adjustments
- ensuring that the design of publicity material takes account of the needs of people with disabilities and second language speakers both in terms of print, format and information on access;
- encouraging and enabling people from underrepresented groups to attend and participate.

## **Equality commitments**

We are committed to:

- Promoting equality of opportunity for all
- Fair recruitment
- Management of freelancers, volunteer, interns and students who work with/for us
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, bullying, harassment and victimisation
- Fulfilling all our legal obligations under the Equality Act 2010
- Complying with our own EDI policy and associated policies
- Taking lawful positive action, where appropriate
- Regarding all breaches of EDI policy as gross misconduct which could lead to disciplinary proceedings.

## **Promoting community cohesion**

Cartwheel Arts works towards an inclusive and diverse society for all people living and working in the areas in which we deliver.

For the most part, people of different backgrounds live and work together with mutual trust and respect. But we are aware that sometimes there are circumstances where there can be distrust and antagonism within and between communities which cause fear and anxiety and can lead to racism, sexism, homophobia, age discrimination and religious hatred.

Cartwheel Arts will use its influence to promote the principles of EDI and cohesion and will seek wherever possible, both in its own work and that of its partner agencies, to eliminate discrimination, harassment and attacks (verbal or physical) on any group or individual.

This is how we will do it:

- celebrating & embracing diversity
- combating discrimination and disadvantage
- fostering good relations between diverse groups of people
- promoting activities to foster understanding between people from diverse backgrounds and to increase public support for diversity and human rights

The benefit of being aware of community tension and sharing information between communities and partners is primarily to support communities to develop their own solutions and responses, to prevent tension escalating into conflict and to reduce risks of discrimination, harassment and victimisation.

### **Implementation**

The Director and Board of Trustees have specific responsibility for the effective implementation of the EDI policy and we expect all our freelancers, consultants, artists, employees and volunteers to abide by the EDI policy and help create the equality environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants and relevant others (such as freelancer, contractors/artists)
- Identify the equality profile of freelancers/ organisations who supply/deliver services for us and set targets to ensure they reflect the communities we serve.
- Incorporate specific and appropriate duties in respect of implementing the EDI policy into job descriptions.
- Provide equality, diversity and inclusion training and guidance as appropriate, including EDI training elements within staff induction and Board Induction.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in EDI non-discriminatory selection principles and techniques
- Incorporate equal opportunities statements into general communications practices.
- Obtain commitments from other persons or organisations dealing with the public on our behalf such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce and communities.

- Share best practice in effectively promoting EDI with staff, freelancers and Trustees
- Ensure that adequate resources are made available to fulfil the objectives of the policy
- Ensure that the spirit of the Equality law is threaded through our other policies, practices and procedures
- Enhance our monitoring and analysis systems to expand joint intelligence and data collection sharing on all equality and diversity issues, so we continue to understand our communities better, and report annually
- Ensure that our funding applications process considers protected equality characteristics and target previously under represented communities;
- Contribute to equality and diversity reference groups to advise and steer these processes and to gain knowledge
- Identify a Board member as the EDI lead

### **Monitoring and review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our EDI policy.

The effectiveness of our EDI policy will be reviewed regularly [at least annually] and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

### **Complaints**

Employees, freelancers etc. who believe that they have experienced any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the office. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination under the Equality Act 2010 having made a complaint under our internal grievance procedures first.

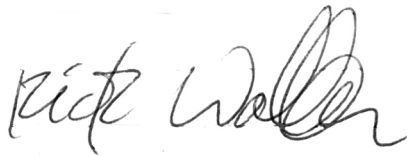
Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Signature:

A handwritten signature consisting of a large, stylized loop followed by a long horizontal line that ends in a small upward curve.

Alyson Malach, Board Chair

Signature:

A handwritten signature in cursive script that reads "Rick Walker".

Rick Walker, Director

Date: April 27<sup>th</sup> 2016