

Equal Opportunities Policy

Introduction:

Leaders in Dance (LID), as an employer and service provider, is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each individual to feel respected and able to give their best.

We extend the same principle to everyone and recognise that, while much can be achieved through developing policies and procedures to meet our legal and other obligations, real progress requires a programme of action that involves the participation of our staff and volunteers. Genuine Equal Opportunities in every workplace and every service requires a commitment from everyone.

Our Policy's purpose:

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 characteristic of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy or maternity
 - Race (including colour, nationality, and ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual Orientation

In addition, staff should not discriminate against or harass a member of the public in the provision of services.

3. Oppose and avoid all forms of unlawful discrimination.

This includes:

- Direct discrimination - where a person is treated less favourably than another because of a protected characteristic

- Indirect discrimination – where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic.
- Harassment – where there is unwanted conduct, related to one of the protected characteristics.
- Associative discrimination – where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- Perceptive discrimination – where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic.
- Third-party harassment – when an employee is harassed by third parties such as clients and the harassment is related to a protected characteristic and the employer has failed to take action.
- Victimization – where an employee is subject to a detriment because they have made or supported a complaint or raised a grievance, or because they are suspected of doing so.
- Failure to make reasonable adjustments – where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Our Responsibilities:

All LID personnel, customers and volunteers are responsible for promoting the Equal Opportunities Policy and ensuring it is implemented fairly and effectively. This commitment includes training all LID personnel about their rights and responsibilities under the equality, diversity and inclusion policy.

LID wishes to state explicitly that acts of direct and indirect discrimination and failure to comply with the provisions of the policy cannot and will not be tolerated and will be investigated. Disciplinary action may then be taken against the individual(s) concerned. In addition, if any member of staff or volunteer considers that they are the subject of, or witnesses, unequal treatment, a complaint may be made through the agreed procedures for dealing with grievances, harassment or whistleblowing.



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Equal Opportunities in Employment and Volunteering:

LID aims to achieve genuine equality of opportunity in all aspects of its activities as an employer and in its engagement of volunteers.

Implementation:

This policy is made available to all new staff as requested in paper copy or via email as needed. Service Co-ordinators are advised of any revisions to the policy and asked to pass the information to their teams (both staff and volunteers). The updated policy is also uploaded to the website once reviewed.

Staff -

- LID will ensure that the ways in which jobs are designed, advertised and filled meet the requirements of our Equal Opportunities Policy and the Equality Act (2010).
- Information, training, advice and guidance, as appropriate, will be given to those involved in the recruitment and selection process.
- Permanent paid posts will normally be advertised externally, and all posts will be advertised internally within LID as a minimum. Advertisements, job descriptions, application forms and person specifications for each job will be designed to ensure that no unnecessary requirements or qualifications are called for. Unrelated criminal convictions will not be taken into account.
- All potential applicants for jobs will be asked to complete and return a diversity monitoring form so that we can check how inclusive our recruitment processes are.
- Interviews will take an unbiased approach, asking only those questions which relate to the job and are non-discriminatory.



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Volunteers -

- Interviewers will take an unbiased approach, asking only those questions which relate to the task or role and are non-discriminatory.
- Applicants will be supported within the interview process and in their ongoing engagement according to their needs and within the resources at our disposal.
- Links will be sought with a diverse range of groups to promote and encourage the recruitment of volunteers from all backgrounds.
- Volunteers will be placed on the basis of their knowledge, skills, experience and ability. Where no suitable opportunity exists within LID, alternatives will be suggested.
- Personal details of volunteers will be confidential to those dealing with recruitment. The only information passed to other parties will be that necessary to ensure appropriate support for the volunteers
- All potential applicants for volunteer roles will be asked to complete and return a diversity monitoring form so that we can check how inclusive our recruitment processes are.
- The reasons for not placing someone as a volunteer will be recorded.

Equal Opportunities in Service Delivery

We recognise that certain groups in our society are discriminated against, directly or indirectly, intentionally or unintentionally - all of which can occur when services are inappropriate, insensitive or inaccessible. We are committed to providing quality services to our community and aim to promote equal access and appropriate levels of take-up of our services by everyone.

Implementation:

- All people with whom we work will be accorded equal respect and the same courteous, efficient approach. We aim to offer a warm and welcoming environment to all clients.
- The diversity of all people is acknowledged and valued.
- Our services aim to respond to such diversity by adopting a flexible, non-judgemental, anti-discriminatory approach that values each individual equally.
- Our services seek to provide each individual service user with a service that meets their individual needs and choices, within available resources.
- We aim to make the physical environment in which services are provided as accessible and inclusive as possible.
- We shall continually review our service provision in order to develop more inclusive ways of working that more appropriately meet the diverse needs of the local community.
- We shall ensure, as far as is possible, that all our service activities and sites are accessible in accordance with the Equality Act (2010). We are committed to challenging discrimination within our service provision through focussed staff and volunteer training, development and support and a culture that respects and values the individual.

Monitoring:

The success of any policy depends upon the commitment of all employees and volunteers, but particularly of Senior management. The effectiveness of the policy in meeting the aims of LID can be judged by careful monitoring of the operation of the policy. We will continue to monitor on an annual basis our staff and volunteer recruitment, training and development, and staff and volunteer turnover, as well as the take-up of services.

Signed:

Date:

Review Date: