
EQUALITY, DIVERSITY AND INCLUSION POLICY



1. POLICY STATEMENT

“Live & Local helps our community breathe” Live & Local volunteer promoter.

- 1.1. Live & Local respects, values and embraces diversity and difference. We pursue equal opportunities for the people we recruit and work with, in service delivery, volunteering and employment. Our role in working with other organisations and community groups, gives us an opportunity to promote a culture of inclusion and be an advocate for diversity.
- 1.2. Live & Local is committed to incorporating equal opportunities, inclusive and anti-discriminatory practices into all aspects of its operation, that is: management, employment (including recruitment and training) and the provision of services.
- 1.3. Live & Local will also promote and celebrate diversity through its arts programming.

2. SCOPE

- 2.1. The rights, procedures and obligations set out in this policy apply to all Members of the Board, employees and freelance staff as well as other persons associated with the organisation (such as contractors and volunteers).
- 2.2. The policy applies to all types of discrimination (see Glossary) and equality of opportunity in respect of protected characteristics as defined in the Equalities Act 2010:
 - Age;
 - Disability;
 - Race;
 - Sex;
 - Religion or beliefs;
 - Marital status and civil partnership;
 - Sexual orientation;
 - Gender reassignment;
 - Pregnancy and maternity.
- 2.3. This policy is supported by Equalities Action Plans which set out specific objectives with regards to protected characteristics.
- 2.4. This policy provides guidance on how Live & Local will promote equality and inclusion in relation to:
 - The Board of Directors;

- Employees and job applicants;
- Promoting groups;
- Artists and companies;
- Audience members.

3. LEGAL FRAMEWORK

3.1. Live & Local will comply with all legal requirements in relation to equalities. These are set out in a range of legislation, such as those listed below:

- The Rehabilitation of Offenders Act 1974;
- The Employment Rights Act 1996;
- The Human Rights Act 1998;
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- The Civil Partnership Act 2004;
- The Work and Families Act 2006;
- The Equality Act 2010;

3.2. This policy also acknowledges the requirements of the Equality Duty 2011 whereby public authorities must have due regard to:

- Eliminate discrimination, harassment, victimization and any other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Forster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3.3. Any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

4. IMPLEMENTATION

4.1. The following section details the practices and guidance to be followed. Appropriate disciplinary action may be taken against an employee who acts in contravention of this policy.

4.2. THE BOARD OF DIRECTORS

4.2.1 In recruiting new members to the Board, Live & Local aims to ensure balanced representation in terms of the protected characteristics.

4.2.2 Live & Local aims to provide relevant training and support to Board members including diversity and equal opportunities issues.

- 4.2.3 To ensure that all Board members have an equal opportunity to participate in meetings, Live & Local will:
- Provide support with travel and childcare costs;
 - Provide information in different formats as required; and
 - Arrange meetings on an annual schedule at times that suit the widest range of participants.

4.3. STAFF RECRUITMENT

4.3.1 The following measures are taken to ensure equality of opportunity for all persons interested in applying for vacancies with Live & Local:

- Short listing and selection criteria are clearly stated in a person specification for every post;
- A standardised application form is used for all vacancies;
- Staff involved in recruitment and selection are familiar with equal opportunities good practice;
- All job applicants will be invited to complete an Equal Opportunities Monitoring Form as part of their application. The form will provide information on gender and other relevant protected characteristics but will form no part of the selection process.
- Every stage of the recruitment process is recorded and monitored, and records are kept for a minimum of six months after the post has been filled.

4.3.2 The following measures are taken to attract new staff members from under-represented groups:

- All information about the vacancy and application process is provided in plain English, avoiding jargon, acronyms and other complex forms;
- A clear equal opportunities statement is provided with each job information pack;
- Requirements for formal qualifications are created in a flexible framework and possible alternatives considered;
- All posts are advertised at local and/or national level through print and/or online advertising and through extensive, updated email lists of contacts.
- The effectiveness of this policy regarding recruiting under-represented groups is continuously monitored and evaluated.

4.4. EMPLOYEES

4.4.1 All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities. Selection for employment, promotion, training or any other benefit will be

based on aptitude, ability and meeting the needs of the business.

- 4.4.2 Live & Local fully supports the right of all people to be treated with dignity and respect at work and is committed to promoting a working environment free from all forms of intimidation, harassment and bullying.
- 4.4.3 All employees will be made aware of the Live & Local policy on harassment and bullying and will be expected to comply with this policy. Appropriate disciplinary action may be taken against any employee who violates this policy.
- 4.4.4 At its most extreme, harassment or bullying can be physical e.g. hitting, pushing, damaging or stealing personal possessions. This may, in some cases, constitute gross misconduct and should be dealt with under the disciplinary procedure.
- 4.4.5 Examples of harassment covered by this Policy include: -
- Persistently criticising an individual unnecessarily;
 - Shouting at colleagues in public or private;
 - Deliberate isolation by ignoring or excluding a person;
 - Withholding information or removing areas of responsibility without justification;
 - Spreading malicious rumors;
 - Making inappropriate personal comments;
 - Blocking leave or training applications without reason;
 - Setting objectives with impossible deadlines with the deliberate intention of undermining an individual;
 - Deliberate misrepresentation of the views of senior management;
 - Undermining a person's self-respect by condescending, paternalistic or threatening treatment that humiliates, intimidates or demeans.
- 4.4.6 Legitimate and constructive fair criticism of an employee's performance or behaviour at work is not bullying. It is also recognised that an occasional raised voice or argument does not constitute bullying. However, it is unacceptable to condone bullying behaviour under the guise of a management style. Effective management obtains results whilst ensuring that employees are treated with dignity and respect.
- 4.4.7 Staff concerns about harassment or bullying should be raised with their immediate line manager in the first instance, unless the line manager is involved in the behaviour causing concern. In this case, staff may discuss their concerns with the Executive Director and then if requested by the staff member with a member of the Board of Directors.

- 4.4.8 In cases where concerns about harassment or bullying have been raised, the role of the line manager / Executive Director / Board member is to:
- Provide sympathetic assistance to the employee;
 - Discuss the case in complete confidence – information must not be divulged to any other person without the agreement of the employee;
 - Explain to the employee how the procedures for making a complaint operate;
 - Establish the main details of any complaint;
 - Channel the complaint to the appropriate manager for action if and only if the employee decides to take the matter further (they are under no obligation to do so).
- 4.5. LIVE & LOCAL PROMOTER GROUPS
- 4.5.1 Live & Local encourages all promoter groups to see the benefits of diversity when seeking new volunteers their audiences and the value of involving all sections of their community.
- 4.5.2 Live & Local is committed to seeking funds to enable the provision of relevant diversity and disability training for promoter groups.
- 4.5.3 Live & Local works with promoter groups to encourage the selection of a diverse range of shows for their communities, including some that represent different cultural or personal experiences.
- 4.5.4 Live & Local encourages the sharing of best practice between promoter groups by arranging annual promoter meetings at which equality, diversity and inclusion issues may be raised.
- 4.6. COMPANIES AND ARTISTS
- 4.6.1 Live & Local is committed to promoting diversity through the shows offered in our Menu.
- 4.6.2 Live & Local selects performances through recommendation and research via information gathered from other schemes, our promoters, mainstream venues, NRTF Showcases, other companies and by investigating unsolicited information.
- 4.6.3 The scheme recommends companies and artists that have the capacity to engage positively with Live & Local promoters and their target audiences, who can resolve the technical, marketing, and administrative challenges inherent in non-mainstream venues and who have production values that are not compromised by non-mainstream venues.
- 4.6.4 Live & Local will include local, regional and national professional artists and companies that best enable us to meet our aims, objectives and artistic policy.

- 4.6.5 Live & Local is committed to working with companies to provide additional facilities to make performances accessible to the widest audiences.
- 4.6.6 Live & Local encourages the sharing of best practice within the sector.

4.7. AUDIENCES

- 4.7.1 Live & Local aims to ensure that all publicity and marketing materials are accessible to the widest range of people. Where this is not possible or practical due to cost implications, we are committed to providing information in alternative formats on request.
- 4.7.2 Promoter groups are encouraged to ensure that all publicity and marketing materials are accessible to the widest range of people.
- 4.7.3 Live & Local venues are expected to have made all reasonable attempts to ensure good access for everyone within the terms of the relevant legislation.
- 4.7.4 All venues will undergo an access audit on joining the Live & Local Network. Key information will be published on our website against each event and full information will be kept on a database.
- 4.7.5 Live & Local will seek funds to provide appropriate additional provision to ensure that our events are as accessible as is reasonable. This could take the form of additional marketing activity, ticket pricing and/or provision at performances.

5. ACTION PLAN

- 5.1. In addition to the general practices set out in section 4 above, Live & Local also has produced a separate Equalities Action Plan (2018-22) which sets out how the organisation will specifically address equality, diversity and inclusion issues, with focus on two of the protected characteristics. Age and race were the characteristics chosen for focus, as the most relevant in the company's operation. However, actions relating to other protected characteristics have also been identified.

6. MONITORING

- 6.1. Monitoring will be carried out by the staff or Board members designated in the action plan. The action plan will be subject to annual review by the Board.
- 6.2. Live & Local will only use monitoring methods that can be statistically significant and/ or that provides information from which decisions can be made.

7. GLOSSARY

Protected Characteristics

The protected characteristics as listed in the Equality Act 2010 are sex, sexual orientation, marriage or civil partnership, gender reassignment, race, religion or belief, age, disability, pregnancy and maternity.

Disability

Under the Equality Act 2010, a person is disabled 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.

Gender reassignment

A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The person does not have to be under medical supervision.

Race

Race includes colour, nationality and ethnic or national origins. A racial group can be made up of two or more different racial groups (e.g. Black Britons).

Religion or belief

Under the Equality Act 2010, religion includes any religion. It also includes lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.

Sexual orientation

Includes bisexual, gay, heterosexual, and lesbian people.

Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below).

Associative discrimination

This is direct discrimination against someone because they are linked or associated with another person who possesses a protected characteristic.

Perceptive discrimination

This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages

people who share a protected characteristic and which cannot be justified in relation to the job.

Harassment

Harassment is “unwanted conduct related to a relevant 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”.

Third party harassment

Definition: Harassment of employees by people (third parties) who are not employees of your company, such as clients.

Live & Local has a duty to prevent harassment and may be liable if aware that harassment has occurred on at least two previous occasions and does not take reasonable steps to prevent it from happening again.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint about discrimination or harassment 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.

Positive action

Some people with protected characteristics are disadvantaged or under-represented in some areas of life or have needs linked to their characteristic. They may need extra help or encouragement if they are to have the same chances as everyone else. The new positive action provisions held within the Equalities Act 2010 enable service providers to take proportionate steps to help people overcome their disadvantages or to meet their needs.