

# Equality, Diversity & Inclusion Policy



## 1 POLICY STATEMENT

- 1.1 Live & Local respects, values and embraces diversity. We pursue equal opportunities for the people we recruit and work with, in service delivery, volunteering and employment. We will promote a culture of inclusion and be an advocate for diversity. This includes advocating for and delivering upon Arts Council England's Investment Principles and the British Film Institute's Diversity Standards.
- 1.2 Live & Local is committed to incorporating equal opportunities, inclusive and anti-discriminatory practices into all aspects of its operation.
- 1.3 Live & Local will oppose and avoid all forms of unlawful discrimination. This includes in:
  - Pay and benefits,
  - Terms and conditions of employment,
  - Dealing with grievances and discipline,
  - Dismissal,
  - Redundancy,
  - Leave for parents,
  - Request for flexible working,
  - Selection for employment, promotion, training, or other development opportunities.
- 1.4 Live & Local will promote and celebrate diversity through its arts programming.

## 2 SCOPE

- 2.1 This policy applies to all Board members, employees, workers, 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:
- 2.3 An Equalities Action Plan sits alongside this policy.
- 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 follow 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 Employment Act 2008

- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Protection from Harassment Act 1997
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regs 2002
- The Civil Partnership Act 2004
- The Work and Families Act 2006
- The Equality Act 2010
- National Minimum Wage Act 1998
- Maternity and Parental Leave Regulations 1999
- The Equality Act 2010 (Amendment) Regulations 2023 (Amendment Regulations)

3.2 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 BOARD OF DIRECTORS

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

4.1.2 Live & Local aims to provide relevant training and support to Board members on diversity and equal opportunities.

### 4.2 STAFF RECRUITMENT

4.2.1 To ensure equal opportunities for all job applicants:

- All Job packs have a Person Specification which details the shortlisting and selection criteria,
- Standardised application form for all vacancies,
- Staff involved in recruitment are familiar with equal opportunities good practice,
- A separate Equal Opportunities Monitoring Form is available on submission of an application. It does not form part of the selection process.
- Every stage of the recruitment process is documented and monitored,
- Offer reasonable adjustments to the recruitment process.

4.2.2 To attract applicants from underrepresented groups:

- All information about the vacancy and application process is provided in plain English, avoiding jargon, acronyms, and other complex forms,
- Each Job pack includes a clear equal opportunities statement,
- Requirements for formal qualifications are flexible and alternatives are considered,
- Job adverts are at local and/or national level through print and/or online advertising and through extensive, updated email lists of contacts,
- Effective recruitment of under-represented groups is monitored and evaluated,
- Display of Disability Confident Employer credentials on Job Information Packs,
- As a Disability Confident Committed Employer, offer guaranteed interviews to applicants who have a disability as defined by the Equality Act 2010 and meet the essential criteria in the job description,

### 4.3 EMPLOYEES

Live & Local will:

4.3.1 Encourage employees to develop their skills and knowledge through 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.

4.3.2 Promote a working environment free from intimidation, harassment, and bullying.

4.3.3 Provide all employees with this policy during their probation period.

4.3.4 Deal with acts of bullying, harassment or intimidation as misconduct, and action may be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

4.3.5 Sexual harassment may be both an employment rights and a criminal matter. In addition, harassment under the Protection from Harassment Act 1997 is a criminal offence.

4.3.6 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 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 behaviour that humiliates, intimidates, or demeans.

4.3.7 Any employee who violates this policy may face disciplinary action.

4.3.8 Staff should raise concerns according to Live & Local's Disciplinary and Grievance Procedures.

#### 4.4 LIVE & LOCAL PROMOTER GROUPS.

Live & Local will:

4.4.1 Live & Local actively promotes the benefits of a diverse volunteer group and audience with promoting groups.

4.4.2 Seek funds to enable the provision of relevant diversity and disability training for promoter groups.

4.4.3 Work with promoter groups to programme a range of shows for their communities, including those that represent diverse cultural or personal experiences.

4.4.4 Encourage the sharing of best practice between promoter groups by arranging annual promoter meetings at which equality, diversity and inclusion issues may be raised.

#### 4.5 COMPANIES AND ARTISTS

Live & Local will:

4.5.1 Promote diversity through the shows offered in our Menu.

4.5.2 work with companies to provide additional facilities to make performances accessible to the widest audiences.

## 4.6 AUDIENCES

Live & Local will:

- 4.6.1 Ensure that all publicity and marketing materials are accessible to the widest range of people.
- 4.6.2 Encourage promoter groups to make all publicity and marketing materials accessible to the widest range of people.
- 4.6.3 Expect venues to have made all reasonable attempts to ensure good access for everyone within the terms of the relevant legislation.
- 4.6.4 Live & Local will publish the venue's access arrangements on our website for each event.

## 5 ACTION PLAN

- 5.1 Live & Local has produced a separate Equalities Action Plan which sets out how the organisation will specifically address equality, diversity, and inclusion issues.

## 6 MONITORING

- 6.1 This policy will be monitored and reviewed annually and will be subject to an annual review by the Board.
- 6.2 Action Plan monitoring will be conducted by the staff or Board members named in the action plan. It will be subject to annual review by the Board.

Live & Local will only use monitoring methods that can be statistically significant and/ or that enables decision-making.

## 7 GLOSSARY

### PROTECTED CHARACTERISTICS

The protected characteristics as listed in the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or beliefs
- Sex
- Sexual orientation

### 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 conduct 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 has a protected characteristic.

#### PERCEPTIVE DISCRIMINATION:

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

#### INDIRECT DISCRIMINATION:

Indirect discrimination can occur when you have a condition, rule, policy, or practice that 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

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 earlier occasions and does not take reasonable steps to prevent it from happening again.

#### VICTIMISATION

Victimisation is 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 may be at a disadvantage 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.