

Diversity and Inclusion Policy

Mayflower Theatre – January 2022

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1. Introduction

At Mayflower Theatre we are 100% committed to diversity and inclusion, both in recruitment and during employment. This also applies to how we treat, and expect to be treated by, customers, clients, visitors, freelancers and suppliers at all times.

We recognise that the success of our organisation depends on our employees. Diversity and inclusion is integral to our organisation and industry. We recognise the importance of attracting, recruiting, developing and retaining the very best people at all levels. We value diversity in capabilities, experiences, perspectives and approaches and are committed to creating the diverse workforce and inclusive culture that's so important for our continued success. This policy sets out the behaviours, responsibilities, legal considerations and expectations that all employees should be aware of during their time of employment at Mayflower Theatre.

If you have any questions or comments about the content or the application of this policy, you should contact the HR department.

2. Who this policy is for?

This policy applies to employees at Mayflower Theatre in the UK. This policy explains to all employees how we treat, and expect to be treated by, customers, clients, visitors, freelancers and suppliers at all times.

3. Diversity and Inclusion - Legislation, Responsibilities and Definitions

3.1 Legislation

Mayflower Theatre believes in and is committed to equal and fair employment opportunities and will implement procedures and take steps to ensure that this is effective.

The Theatre is committed to ensuring that applicants and employees are treated solely on the basis of their abilities and potential without any unjustified discrimination on the basis of any of the following protected characteristics, as defined by the Equality Act 2010:

1. Race (including colour, nationality, and ethnicity)
2. Disability
3. Sex
4. Sexual orientation
5. Marital or civil partner status
6. Age
7. Religion or belief
8. Pregnancy or maternity
9. Gender reassignment

All employees have a responsibility to ensure this policy is managed and implemented appropriately. All employees are responsible for making sure they are familiar with, and understand, the legislation that informs this policy, the behaviours we expect you to follow and those to avoid. Mayflower Theatre expects that all employees will help to create a supportive environment in which every employee can be themselves, express their true selves and carry out their job safely.

Please note: The policy is intended only as a statement of our policy and guidelines and does not form part of your contract of employment or otherwise have contractual effect.

3.2 Responsibilities and Expectations

- The Leadership Team have a specific duty to implement and ensure their department operate in accordance with the policy. Relevant training for all employees will take place to ensure compliance with our policy. The Head of HR has overall responsibility for diversity training. All Line Managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy.
- Overall responsibility for the implementation, interpretation and monitoring of this policy will be assigned to the Head of HR.
- It is the duty of all employees to comply with this policy and treat colleagues and members of the public with dignity at all times, and not to discriminate against or harass other members of staff or the public. The Theatre will not tolerate any conduct or activity by individuals as employees of the Theatre, or in connection with their employment at the Theatre, which is likely to bring the Theatre into disrepute in relation to any diversity and inclusion issue.
- We will not confine recruitment advertising to areas which provide mainly applicants of a particular group.
- You may be asked to give information on your age, gender reassignment, marriage/civil partnership status, pregnancy/maternity leave status, disability, race, religion or belief, sex or sexual orientation. This information is stored for statistical purposes only.
- We will ensure that the working environment is one in which no worker feels under threat or intimidated for any reason including because of a protected characteristic.
- Disciplinary action will be taken against any staff member who is found to have committed an act of unlawful discrimination. Discriminatory conduct and any form of harassment will be treated as gross misconduct, and could lead to summary dismissal.
- The Grievance Procedure is set out in the staff handbook, a copy of which can be found on the Intranet, is available to any staff member who believes that they may have been discriminated against.
- Mayflower Theatre are responsible for implementing and updating this policy in accordance with current legal requirements and for reviewing this policy annually.

This policy relates to all aspects of our relationship with staff and the public and to all relations between staff at all levels. This includes:

- Advertising;
- Recruitment and selection;
- Learning and development;
- Promotion;
- Conditions of service;
- Pay and benefits;
- Conduct at work;
- Disciplinary and grievance procedures; and
- Termination of employment.

This means that we will take the appropriate steps to ensure:

- We advertise roles in an open manner, using job descriptions and criteria that reflect inclusion and broaden our talent pool.
- We will provide learning and development opportunities for all and explore ways in which we can all develop.
- We have an open, transparent and fair approach to internal promotions and development opportunities.

- We regularly review our conditions of service and benefits to ensure we remain an organisation that retains its best talent.
- We set high expectations for inclusive behaviours and ensure everybody is comfortable and able to bring their full selves to work.
- We conduct robust and fair Disciplinary and Grievance procedures.

The Theatre will keep under review its policies relating to all of the above to ensure that they are non-discriminatory, in accordance with this policy.

3.3 Definitions

- **Discrimination** - Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
 - **Direct discrimination** - occurs where someone is treated less favourably because of one or more of the protected characteristics set out above.
 - **Indirect discrimination** - occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage.
 - **Discrimination by association** - discriminating against someone because they are associated with a person with a protected characteristic.
 - **Discrimination by perception** - discriminating against someone because others think they have a protected characteristic.
- **Victimization** - Victimization is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.
- **Harassment**- This is the unwanted conduct, related to a relevant protected characteristic, which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

4. Breaches of this policy

The Theatre is committed to providing effective mechanisms for dealing with alleged breaches of this policy, so that employees can feel confident that complaints will be dealt with seriously, promptly and impartially as well as with sensitivity.

An employee who believes that a breach of this policy has taken place should lodge the complaint in accordance with the Theatre's Grievance Procedure (found in the Staff Handbook). This will usually involve an investigation stage and a formal Grievance Hearing. The right of representation will apply during this Grievance Hearing.

The fact that an employee or member of the public has made a genuine allegation will not affect the person's prospects in any way. The policy has been developed to protect the well-being of all employees. The Theatre expects its employees to respect the intentions of the policy and to use it only to make allegations in good faith.

A breach of this policy is a serious matter which could result in disciplinary action being taken which could include instant dismissal. False allegations which are found to have been made in bad faith will also be dealt with under our Disciplinary Procedure.

5. Other policies you may find useful

- Bullying, Harassment & Discrimination Policy

- Capability Policy
- Family Friendly Policies
- Health and Wellbeing Policy
- Mid-life/Menopause Policy
- Reasonable Adjustments Policy
- Recruitment Policy
- Sickness & Absence Policy