

# Para Dance UK

## Equality and Diversity



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## Contents

|                                     |   |
|-------------------------------------|---|
| Introduction .....                  | 3 |
| Our Commitment.....                 | 4 |
| Responsibilities of Management..... | 4 |
| Responsibilities of Staff.....      | 4 |
| Third Parties.....                  | 5 |
| Related Policy Arrangements .....   | 5 |
| Rights of Disabled People .....     | 5 |
| Equality Training .....             | 5 |
| Monitoring .....                    | 5 |
| Grievances and Disciplinarys .....  | 6 |
| Review .....                        | 6 |

## Introduction

Para Dance UK opposes all forms of unlawful and unfair discrimination or victimisation.

Para Dance UK recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Para Dance UK, its members, trustees, volunteers and employees ('The Stakeholders') to ensure no person or group, directly or indirectly, is discriminated against or victimised.

Para Dance UK aims to ensure that no stakeholder receives less favourable services or treatment, either directly or indirectly, on the grounds of age, disability, gender / gender preference, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation ('The Protected Characteristics').

Para Dance UK aims to ensure its Stakeholders will be truly representative of all sections of society and that each individual Stakeholder feels respected and able to give of their best.

Para Dance UK will, utilising the resources available to it, strive to help and encourage each and every Stakeholder to develop to their fullest potential and talent.

Para Dance UK will, to the best of its ability, ensure that no Stakeholder discriminates, directly or indirectly, against any other Stakeholder because of the others age, disability, gender or gender preference, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

This Equality Policy, and any associated arrangements supporting it, shall be operate in accordance with statutory requirements and having regard for any guidance or Codes of Practices issued by the Equality and Human Rights Commission, any Government Departments, or any other statutory bodies.

## Our Commitment

- To create an environment in which individual differences and the contributions of all our stakeholders are recognised and valued
- Every stakeholder is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all
- To promote equality in the workplace which we believe is good management practice
- We will review all our practices and procedures to ensure fairness
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings in the case of employees or equivalent measures in the case of other stakeholders
- This policy is fully supported by the Senior Management Team / Governing Body
- The policy will be monitored and reviewed regularly.

## Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive / Chair Person / Trustees and Managers who together will ensure that they and the workforce operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. They will ensure that:

- all their staff and volunteers are aware of the policy and the arrangements, and the reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- proper records are maintained.

The Senior Management Team / Governing Body will be responsible for monitoring and auditing the operation of the policy in respect of employees and job applicants.

## Responsibilities of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all stakeholders and the attitudes of all concerned are crucial to the successful operation of fair equality practices. In particular, all stakeholders should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass, or intimidate other people or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the Senior Management Team / Governing Body if they become aware of any discriminatory practice.

## Third Parties

Third-party harassment occurs when a Para Dance UK employee, trustee or member is harassed in relation to a protected characteristic by any third-party including Para Dance UK members, trustees, volunteers, employees, partners, or contractors. Para Dance UK will not tolerate such actions and will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## Related Policy Arrangements

All employment policies and arrangements have a bearing on diversity, acceptance and equality of opportunity. Para Dance UK policies will be reviewed regularly and any identified discriminatory elements removed.

## Rights of Disabled People

Para Dance UK attaches particular importance to the needs of disabled people.

Under the terms of this policy, stakeholders are required to:

- make reasonable adjustment to maintain the services of an employee, volunteer, member, or trustee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: Para Dance UK is expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment)
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## Equality Training

A series of regular briefing sessions will be held for all staff on equality issues. All Staff are required to attend these sessions at least once every 2 years or earlier if there are changes to legislation or prevalent practices.

Training will be provided for managers on this policy and the associated arrangements.

## Monitoring

Para Dance UK deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

The system will involve the collection of feedback and opinion as appropriate.

There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all staff.

Where appropriate, **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of the Para Dance UK policies and services / products may have on those who experience them.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that Para Dance UK, or areas within it, are not representative, or that sections of the workforce are not progressing properly within Para Dance UK, then an action plan will be developed to address these issues. This could include a complete review and overhaul of existing policies and practices.

## Grievances and Disciplinaries

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Grievance procedures.

Discrimination and victimisation will be treated as disciplinary offences and will be dealt with under the Disciplinary procedure.

## Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Para Dance UK Governance committee.