



Equality and Diversity Policy

Purpose and objective

These procedures reflect the controls and processes within Jack's Theatre School for promoting Equality and Diversity. The procedures explain the structured process for encouraging equality of opportunity and respect for diversity and preventing unlawful discrimination in our relationship with our students, parents and others. The requirements apply in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Everyone must contribute to compliance with these requirements, for example by treating each other, and students, parents, fairly and with respect, by embedding such values in the workplace and by challenging inappropriate behaviour and processes. Your responsibility for embedding these values will vary depending on your role in Jack's Theatre School.

These procedures have been produced in accordance with general law set out in legislation, including the Equality Act 2010.

Policy statement

Jack's Theatre School is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. This applies to all aspects of Jack's Theatre School's professional dealings with members of staff, students, parents and third parties. As well as employment aspects, including recruitment and selection, promotion, opportunities for training, benefits, other terms of employment, disciplinary matters, discipline, selection for redundancy and dismissal. Jack's Theatre School is an equal opportunity employer and is fully committed to a policy of treating everyone equally.

Jack's Theatre School will treat everyone fairly and equally and with the same attention, courtesy and respect and will not discriminate without lawful cause against any person, nor victimise or harass them on the grounds of their race or racial group, colour, nationality and ethnic or national origins, gender, sexual orientation, marital status, religion or belief, age or disability.

Jack's Theatre School will take such steps and make such adjustments as are necessary in all the circumstances in order to prevent any members of Jack's Theatre School and parents from being placed at a substantial disadvantage in comparison with those who are not disabled.

Jack's Theatre School will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the "protected characteristics".

Jack's Theatre School will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based upon the protected characteristics. All employees are responsible for conducting themselves in accordance with this policy. Jack's Theatre School will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with Jack's Theatre School, such as students, parents, contractors and suppliers.

All employees have a duty to co-operate with Jack's Theatre School to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under Jack's Theatre School's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equality and diversity policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw the attention of Olivia Egan to suspected discriminatory acts or practices or suspected cases of harassment or bullying. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with Jack's Theatre School's disciplinary procedure. You should support colleagues who suffer such treatment and are making a complaint.

Jack's Theatre School will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Regulation and legislation

In developing and implementing its equality and diversity policy, Jack's Theatre School will comply with the Equality Act 2010 and with any future anti-discrimination legislation and associated codes of practice.

The Act defines the various kinds of discrimination with reference to the characteristics which are protected under the Act. In summary the law requires that employees and customers have a right to be treated fairly. It also prohibits discrimination based on one of a number of protected characteristics.

Protected characteristics for employees, students and parents:

- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation
- Sex
- Age

Direct discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a person is treated less favourably than others are treated or would be treated.

This includes:

- In the case of pregnancy and maternity direct discrimination occurs if they are treated in a way because of their protected characteristic, without needing to compare treatment to someone else
- Treating a disabled person unfavourably because of something connected with their disability when this cannot be justified (known as discrimination arising from a disability)
- Failing to make reasonable adjustments for a disabled person.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the person is associated and not on the individual's own protected characteristic. In addition, it can include cases where it is perceived that a person has a particular protected characteristic when in fact they do not.

Jack's Theatre School will take all reasonable steps to eliminate direct discrimination in all aspects of its professional dealings.

Indirect discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all individuals but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when there is applied to the person a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the person. A PCP is discriminatory in relation to a protected characteristic of the person if:

- It is applied, or would be applied, to persons with whom the individual does not share the protected characteristic

- The PCP puts, or would put, persons with whom the individual shares the protected characteristic at a particular disadvantage when compared with persons with whom the individual does not share it
- It puts, or would put, the individual at that disadvantage
- It cannot be shown by Jack's Theatre School to be a proportionate means of achieving a legitimate aim

Jack's Theatre School will take all reasonable steps to eliminate indirect discrimination in all aspects of its professional dealings.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. Jack's Theatre School is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, Jack's Theatre School will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic
- Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, Jack's Theatre School will apply that requirement to the job role and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Personal specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Training and promotion

Jack's Theatre School will provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers who predominantly have a particular protected characteristic appear to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Jack's Theatre School will have regard to its duty to make reasonable adjustments to work provisions and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that disabled students, parents, employees or partners

are not placed at a substantial disadvantage in comparison with persons who are not disabled. No costs of any such adjustments will be passed on.

Students, parents, suppliers and other third parties

Students and Parents

Jack's Theatre School is generally free to decide whether to accept instructions from any particular client, but any refusal to act will not be based upon any of the prohibited grounds referred to above. Jack's Theatre School will take steps to meet the different needs of particular students and parents arising from its obligations under anti-discrimination legislation. In addition, where necessary and where it is permitted by the relevant anti-discrimination legislation (for example, provisions relating to positive action or exemptions) Jack's Theatre School will seek to provide services which meet the specific needs and requests arising from a protected characteristic.

Suppliers and other third parties

All lists, if any, of approved suppliers and databases of contractors, agents and other third parties who, or which, are regarded as suitable to be instructed by those within Jack's Theatre School have been or will be compiled only on the basis of the ability of those persons or organisations to undertake work of a particular type and do not or will not contain discriminatory exclusion, restriction or preference.

Bullying and harassment

Please see Bullying and Harassment statement

Promoting equality of opportunity and respect for diversity

Members of Jack's Theatre School will be informed of this policy and will be provided with equality and diversity training appropriate to their needs and responsibilities. All those who act on Jack's Theatre School's behalf will be informed of this equality and diversity policy and will be expected to pay due regard to it when conducting business on Jack's Theatre School's behalf and to promote the principles of equality and diversity. Jack's

Theatre School will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

Implementing the policy

Responsibility

Ultimate responsibility for implementing the policy rests with Olivia Egan. All members of Jack's Theatre School are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing Jack's Theatre School. A breach of this policy by members of Jack's Theatre School will result in disciplinary action, including termination of services where appropriate.

Grievance Procedure - See Employee Handbook



To learn more, email training@vinciworks.com or call +44 208 815 9308.