



# Equal Opportunity, Diversity and Inclusion Policy

We create a brighter future for young  
people through performing arts

[www.arts-insight.com](http://www.arts-insight.com)

## Introduction

Arts Insight recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

## Statement of policy

(a) It is the policy of Arts Insight to ensure that no job applicant or employee, clients or students receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Arts Insight recognises the great benefits of working with different backgrounds.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

## Recruitment and promotion

(a) Advertisements will give sufficiently clear and accurate information to enable potential applicants and clients to assess their own suitability for the offer. Information about our work will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## Employment

(a) Arts Insight will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) Arts Insight will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

## Training

(a) Employees, clients and students will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

## Grievances and victimisation

(a) Arts Insight emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

## Declaration

Signed:



Name:

Laura Berridge

Position within Arts Insight:

Artistic Director

Date:

14th April 2020