

Primary: Equal Opportunities Policy

Policy Statement

- Primary is committed to equality of opportunity for all and to taking positive action where appropriate and to implement measures to combat disproportionate under-representation of marginalised groups within the organisation's staff, board, residents and public programme. Primary will monitor recruitment, employment, artists, audiences, and other activities to gather relevant information regarding equality of opportunity.
- Primary is committed to equality of opportunity for all employees, freelancers, resident artists and members. No job applicant, employee, resident artist or freelancer will be discriminated or disadvantaged in securing and retaining employment, training or promotion in their employment or in the provisions of services on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- We will aim to create a safe working environment and culture where no employee feels under threat or intimidated. Breaches of the policy will lead to a disciplinary investigation and possible disciplinary action.

Principles

This policy applies to all staff whether full time, part time, fixed term contract or freelance employees and all Primary residents and members. All staff are to be made aware of this policy and shall read and sign a copy upon appointment. All residents are to be made aware of this policy and have access to the document.

Primary values diversity in all forms, as an essential part of what creates culture. We recognise that structural inequality and discrimination have created institutionalised and long-term inequality in the arts in the UK. We are committed to working towards equality of opportunity, and to understanding and changing structural inequality and oppression. We recognise that this requires ongoing organisational learning and change.

This policy shall be reviewed as and when necessary and particularly where changes in policy, the organisation, complaints or monitoring show a need. The time between reviews shall not in any event exceed three years.

Definitions

It shall be deemed to be a breach of this policy if action, behavior determination or speech can be shown inappropriately to take into account, make reference to, or unfairly discriminate or disadvantage people on the basis of one of the protected characteristics below:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

For the purpose of this policy, discrimination may be described as follows:

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 perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Indirect Discrimination

Indirect discrimination occurs when a condition, rule, policy or a practice applies to everyone but particularly disadvantages people who share a protected characteristic.

Discrimination by Association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception Discrimination

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

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”.

Harassment applies to all protected characteristics including for pregnancy and maternity and marriage and civil partnership. Employees & residents may complain about behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves.

Employees & residents are also protected from harassment because of perception and association.

Victimisation

Victimisation occurs when an employee or tenant is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee or tenant is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Detriment arising from disability

This is a new type of disability discrimination introduced by the Equality Act 2010. It is when an employer treats an employee or tenant unfavourably because of something arising in consequence of the employee’s disability, and it cannot be justified in relation to the job or Nottingham Studios Group services. (For example, dismissing someone because of their poor attendance record when their absence was as a consequence of a disability and without the employer being able to show that the dismissal was a proportionate means of achieving a legitimate aim).

The measures Primary will adopt to redress past discrimination or disadvantage, as well as raise awareness of our Equal Opportunity Policy are as follows:

Duty to make reasonable adjustments

Where an employer's provision, criterion or practice puts a disabled person at a substantial disadvantage in comparison with persons who are not disabled, the employer has a duty to take reasonable steps to avoid the disadvantage, including changes to physical features and providing auxiliary aids.

Recruitment and Selection

The Equality Act 2010 provide for the taking of certain steps to combat the effects of past discrimination. Such measures may be invoked where the number of persons with a protected characteristic involved in any particular line of work is disproportionately small in comparison to either all those employed within the organisation or within the geographical area from which the employer normally recruits.

Positive Action

Where appropriate Primary will take positive action to address under-representation of specific marginalised groups across board, staff, residents and programme artists:

- Within the staff recruitment process, we will offer an interview to candidates who meet all essential criteria and are also from an underrepresented group.
- We will develop studio tours to reach groups currently underrepresented in our studio artists.
- Where appropriate some specific opportunities will be offered only to people from specific groups.

Induction

All new staff will be introduced to this policy and invited to discuss any questions to ensure the policy and ideas behind it are understood.

Relevant training on Equal Opportunities will be offered to staff when appropriate. Where appropriate, e.g., if the requirements of a particular post dictates, or for senior members of staff with wider responsibilities, furthermore in-depth training may be instituted.

Access

Primary is committed to providing equality of access to our building, programme, printed and online material. We acknowledge the challenges of creating physical access to our building. Improvements have been made through capital redevelopment (2023) and we will continue to review this and make changes. The responsibility for providing access, reviewing and updating this area of work rests with the Board, but day-to-day responsibility is taken by the staff team.

We will ensure equality of access through regularly reviewing and implementing the actions outlined in our Equity, Diversity and Inclusion Action Plan.

Marketing & Publicity

Every reasonable effort will be made to ensure Primary's marketing and publicity activities are sensitive to the diversity of the region and audience it serves. To this end the media used and manner of presentation will seek to be diverse. Advertising, whether of its activities and services or job opportunities will, where appropriate and possible, encompass media that is -

- Reaching diverse audiences through our marketing, taking into consideration different communities and access
- Evaluating how we advertise opportunities and reach beyond existing networks
- Makes reference to, and works alongside Primary's Equity, Diversity and Inclusion Action Plan.

Implementation

The Staff has responsibility for the effective implementation of this policy with active support from the Board. We expect all our employees, volunteers and residents to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy Primary will regularly reviewing and implement the actions outlined in our Equality and Diversity Action Plan.

Monitoring

Primary will establish appropriate information and monitoring systems to assist the effective implementation of this Equal Opportunities Policy. We will regularly review and implement the actions outlined in our Equality and Diversity Action Plan.

Complaints

- Employees or tenants who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures.
- All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an Employment tribunal or the Equality and Human Rights Commission.
- Every effort will be made to ensure that employees or tenants who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.