



## Screen South Equality and Diversity Policy

### Introduction

Screen South is committed to diversity and eliminating discrimination and amongst our workforce, associates, and clients. We run several strands of work, with Accentuate being our lead Cultural Access programme. Our aim is that our workforce, associates, and clients will be truly representative of all sections of society.

Our approach is not just about meeting legislative requirements: it is about looking to the future, providing opportunities, challenging the stereotypes and addressing the discrimination that does not currently allow equal access to all. Our Equality and Diversity Policy is a top-down approach reaching all parts of our organisation so that all applicants, to our Board, for employment, for volunteers or interns, contractors, and clients will receive equal opportunities regardless of socio-economic class, faith, age, gender, ethnicity, sexual orientation or disability.

We believe that this is not achieved solely by good publicity, open doors and special promotion, but by changing attitudes at all levels within the organisation and with our partners towards those who currently do not have immediate access to arts and culture opportunities. We need to provide positive images of multifaceted races and cultures, of minority or discriminated-against groups in our profile and publicity. We also need to reflect this in the selection of projects. Screen South recognizes that by treating everyone equally and with fairness we will access and encourage a diverse and representative talent base and audiences.

### Responsibilities

Our Managing Director is responsible for monitoring and measuring the success of our policy and is accountable to our Board for ensuring its successful impact. However, it is the personal responsibility of all staff members, the Board, volunteers, interns, contractors and anyone undertaking work on behalf of Screen South to adhere to this policy and plan. Screen South actively promotes equal opportunities, and each member of staff has a stated commitment to this policy within the job description for their post. All other personnel including contractors formally contracted by Screen South are reminded in their contracts that we are proactive about our Equality and Diversity policy and expect them to take the same approach

This policy and plan identify key objectives designed to ensure that we continuously improve on our diversity agenda and asks the following to actively and engage and promote:

- All staff. For the purposes of this policy this means employees, freelancers, consultants, sessional workers, interns, volunteers, mentors and students on placement
- Board members
- Project partners
- Project leads and participants
- Recruitment and interview panels

The policy is a living document. It addresses issues to ensure that:

- everyone will experience an open and accessible response at whatever point of contact they access Screen South
- acting fairly at all times in the interests of promoting a diverse and representative talent base across the region is at the forefront of our thinking.
- we provide the opportunity to allow all of our partners to maximize the contribution they make to Screen South and its work.
- Screen South provides equality of opportunity to all groups in society both to members of the public accessing our work as well employees and contractors who are delivering work and progressing their careers.

Implementing the policy successfully will ensure that Screen South enhances their offer, ensuring that we meet different needs; increased public confidence in us; and being able to attract, retain and develop a talented workforce from across all sections of the community.

## **Aims**

The overall aims of the policy are to promote:

- a culture that ensures that equality and diversity is embedded within our strategies, policies, activities, processes and systems
- an inclusive business culture that ensures that all members of staff feel comfortable in the workplace and, as a result, are encouraged and given the opportunity to deliver to their full potential
- good practice in all our dealings with our applicants, trainees, participants, partners, stakeholders and local communities.
- Understanding what constitutes discrimination and ensuring it is not accepted by anyone associated with our activities
- Ensure all who work with Screen South understand and adhere to our Equal Opportunities policy and related policies – full copies of which are in our Company Handbook

## **Screen South Equal Opportunities Policy Key Points**

### **Definitions**

The Equality Act 2010 sets out seven different types of discrimination and we feel it is important that although legislation does not lead our approach a clear understanding will lead to a positive effect:

#### **Direct discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic: faith, age, gender, ethnicity, sexual orientation **or** disability, socio-economic class,

#### **Associative discrimination**

Associative discrimination occurs when someone is directly discriminated against because they are associated with another person who possesses a protected characteristic.

### **Discrimination by perception**

Discrimination by perception occurs when someone is directly discriminated against because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to have the characteristic.

### **Indirect discrimination**

Indirect discrimination occurs when there is a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.

### **Harassment**

Harassment occurs when there is behaviour that is deemed offensive by the recipient. Affected persons can complain of behaviour that they find offensive even if it is not directed at them. *For behaviour to count as harassment in equality law, it has to be one of three types:*

- i. Unwanted behaviour related to the *protected characteristics* listed in the 2010 Equality Act
- ii. Sexual harassment
- iii. Less favourable treatment because of submission to or rejection of previous sex or gender reassignment harassment

### **Harassment by a third party**

Harassment by a third party occurs when an employer subjecting their employee to harassment where:

- i. A third party subjects the employee to harassment in the course of the employee's employment
- ii. The employer fails to take reasonably practicable steps to protect their employee from that third-party harassment
- iii. The harassment is known to have occurred on at least two previous occasions
- iv. The third-party harasser does not have to be the same individual on each occasion or employed by the same organisation

### **Victimisation**

Victimisation occurs when someone is treated badly because they have made or supported a complaint or grievance under this Equality Act 2010.

### **Appointment, Promotion or Redundancy**

When recruiting ensure job descriptions, where experience, qualifications and skills are requested do not unnecessarily exclude sections of the community who would be able to do the work.

Promotion within, Screen South activities is based solely on merit, and without regard to race, age, colour, sex or disability. Similarly, selection for redundancy will not include criteria relating to race, colour, age, sex and disability.

### **Monitoring**

This policy will be monitored by Screen South to judge its effectiveness. If changes are required, as a result of legislation or guidance notes, Screen South will amend this policy. Screen South will treat seriously and act when any employee has a grievance as a result of discrimination or harassment. These grievances will be dealt with in accordance with the Grievance Procedure as detailed elsewhere in contracts of employment for Screen South staff.

### **Disabled Employees and Contractors**

Screen South recognises that it has clear obligations towards all its employees and the community at large to ensure that people disabled people are afforded equal opportunities to enter employment and progress within the company.

In addition to complying with the requirements of the Equality Act 2010 or any subsequent amendments, Screen South follows procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs.

When employees become disabled in the course of their employment, action will be taken, to accommodate their impairment by adjusting their existing employment, working conditions or redeployment and, through appropriate retraining to enable employees to remain in employment with Screen South wherever possible.

### **Discrimination and Harassment**

Through its policies and procedures Screen South actively seek to counter all forms of discrimination and harassment. All members of Screen South staff, members of the Board, external advisors, partners, participants and those undertaking work on behalf of Screen South are responsible for ensuring good practice and to exercise sensitivity and courtesy in their relations with others. The policy considers advances in social media and encompasses all aspects of social media and any indirect bullying which might take place under the heading of "banter".

### **Complaints**

Any member of staff or associates may use the Grievance Procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the Grievance must be taken immediately to the Managing Director. If there is not a satisfactory response from the Managing Director, the Screen South Board should be made aware of the complaint and the Chair will be expected to take appropriate action.

### **Discipline**

Any employee or contractor working on behalf of Screen South found to have discriminated or harassed any other employee, partner, participants or others involved with Screen South led activity on the grounds of race, age, sex or disability will be subject to Screen South's disciplinary procedure. Such cases may be deemed to constitute gross misconduct and as a result summary dismissal or withdrawal of contracts may apply.

### **Monitoring**

All employees, future job applicants and project applicants will be asked to complete a form denoting their gender, race, age, ethnic origin and any disabilities - this information will be collected and stored in a manner to ensure that the information is confidential. Screen South guarantees that this information will be used in accordance with the principles of the Data Protection Act for the purpose of monitoring the effectiveness of its Equal Opportunities Policy.

### **Publicity**

Screen South will aim to ensure that all literature and images associated with its activities will respect the balance of the community it serves and fairly represent all groups. In its publicity, Screen South will aim to use a style and mechanisms that facilitate access to information and opportunity to all sections of the community. Screen South will advertise the opportunities and services it has to offer in such a way as to allow access by all sections of the community, not least those who are un-represented within Screen South.

Screen South will ensure best practice for making web pages and digital content accessible by following the Web content Accessibility Guidelines (WCAG) 2.0: Screen South recognises that actively seeking to support the needs of all relevant sections of the community represents good practice in relation to equality and would assist the pursuit of its stated objectives.

### **Service Providers and Partners**

Screen South will take all reasonable steps to ensure that those who provide services to or are partners with Screen South are aware of and observe the Equal Opportunities Policy. It is the responsibility of the relevant manager or host to ensure that providers and visitors behave appropriately in respect to.

## **Participant Diversity Target**

We will strive to attain and maintain participation in our projects in line with the following targets

- Female participants 50%
- Black, Asian and Minority Ethnic participants 20%
- Disabled participants 20%

## **Equality & Diversity Objectives**

The objectives are broken down into six areas:

- Raising the profile of, and embedding, equality and diversity
- Equality audits
- Data collection
- Staff and partner engagement
- Community and participant engagement.
- Meeting equality targets