



Equal Opportunities and Diversity Policy

Introduction

Dance4 is an international centre for the development of extraordinary 21st century dance. Fundamental to Dance4's mission is to consider the needs of the individual and undertake our programmes and operations with a person-centred approach. We are committed to continually challenge ourselves, our artists and our audiences about the nature of contemporary dance and about our working practices, prejudices and stereotypes. Our Equal Opportunities and Diversity Policy flows from this and recognises that discrimination takes place on many grounds and can only be overcome through adherence to clear procedures and through positive action.

The Company Policy below has been updated to incorporate the protected characteristics in the Equal Opportunity Act 2010 and also to include a statement about Diversity alongside Equal Opportunities.

The statement of policy is followed by detailed practise in seven key areas where the policy has particular relevance.

Policy and Planning
Governance
Recruitment and selection of staff
Retaining and developing staff
Artists and Programme
Audiences and Participants
Responsibility and Monitoring

An annual action plan will detail priorities for the organisation to make progress in each area of work, which will be monitored by Dance4's Board.

Statement of Policy

Dance4 recognises that groups and individuals are currently being discriminated against on the grounds of race, ethnicity, physical appearance, gender, disability, sexuality, gender reassignment, marital status, economic disadvantage, age, maternity/pregnancy and faith.

Dance4 is committed to overcoming this discrimination by the promotion of equal opportunity in its operations and accepts that equality cannot be achieved without a programme of positive action to redress the effects of past discrimination and disadvantage.

Dance4 is committed to ensuring the equality of access for all groups and individuals and no group or individual in contact with the company shall receive less favourable treatment than others or be discriminated against on the grounds of race, ethnicity, physical appearance, gender, disability, sexuality, gender reassignment, marital status, economic disadvantage, age, maternity/pregnancy and faith.

Dance4 is also committed to diversity and recognises that diverse practice refreshes and releases the true potential of the creative process. The Company will work to celebrate and encourage diversity in its workforce, artistic programme and its audiences to better reflect society.

It is a company rule (No.27) which all employees are obliged to uphold that "All employees are required to observe the Company's Equal Opportunities and Diversity Policy". Failure to do so may render an employee liable to disciplinary action.

Policy and Planning

Equal Opportunities and Diversity will be included in the Business Plan and an executive summary (including Equality/diversity summary) will be published on Dance4's website.

The policy will be publicised within the organisation through inclusion in the Induction Handbook for new staff and through staff training sessions.

The Equal Opportunities and Diversity policy will be reviewed by the Board every year.

An Action Plan will be put in place each year that will detail priority actions for the organisation to make progress and this will be reviewed by the Board every six months at Board meetings.

Company publicity materials will promote positive images of diversity in dance.

Dance4 will lead on the Changing Perceptions programme to enhance the provision and progression routes for young disabled dancers

Any changes in staff structure will take into account Dance4's commitment to providing opportunities for those entering careers in the arts through different entry routes including Apprenticeships and paid Internships.

The Company Staff Handbook will include the requirement for any suspected discriminatory acts or practices to be reported to the Director. The policy will state that individuals will not be victimised on the grounds that they have exposed action and policies that constitute acts of discrimination or harassment.

Governance

The Board of Dance4 will uphold and apply the principles of equality and diversity and ensure that the organisation is fair and open to all sections of the community.

In seeking new members the Board will actively encourage a breadth of representation in respect of the skills map needed, but also having regard to diversity in ethnicity, gender, disability and other characteristics.

Targeted approaches will be made to potential Board members, as necessary to ensure that diversity is broadened and maintained.

Recruitment and selection of staff

Equal opportunities employment practice will be used throughout recruitment practices to enable an inclusive and diverse workforce.

Posts will be advertised openly and widely. Active steps will be taken to encourage applications from under-represented groups, including targeted advertising when necessary, to ensure a broadening in the diversity of staff.

Open, external recruitment processes will be undertaken for all permanent posts and temporary posts where possible.

Agreement of Job Descriptions and Person Specifications by the Board.

All stated requirements especially qualifications, experience and skills will be totally relevant to the major functions of the job.

All such papers will avoid the use of discriminatory language.

These essential requirements will be the sole criteria to objectively short list and select applicants.

Positive action may be taken by making training and internship opportunities only available to particular under-represented groups, as permitted within legislation, currently through the exceptions in the Equality Act 2010.

Advertising

Advertising will be done as widely as is economically possible. Positive action may be taken with under represented communities by sending copies of the advertisements to appear in media for particular groups.

Text for adverts to be approved by the Director.

All adverts to state:

Dance4 strives to be an Equal Opportunities employer and welcomes applications from people of diverse backgrounds.

Candidates will be sent a standard company application form, job description/ candidate specification and background information on Dance 4 Limited. C.V.s will not be asked for or considered.

Candidates will be asked to complete an equal opportunities monitoring form to support the analysis of fairness of the recruitment process.

Shortlisting and Interviewing

Shortlisting and interview panels will be appointed by the Director (or Board in case of Senior Managers). At least one representative of each gender will be on the interview panel where possible.

Criteria for short-listing must be clear and consistently applied to all applications using only the essential requirements of the job as a measure of candidate suitability.

Scoring for each candidate should be undertaken and compiled with reasons why a candidate was rejected.

Any internal candidate will be given the opportunity for an informal discussion about the job and it will be up to the employee to evaluate whether or not they meet the necessary requirements and whether or not to apply.

The interview will be an opportunity for the panel to explore in greater depth the criteria applied for short-listing, will be strictly confined to the requirements of the post and will not seek information about the applicant's private life or opinions not relevant to the requirements.

All members of the interview panel will be required to fill in a scoring form. At the end of each interview strengths and weaknesses will be assessed and compiled with reasons why they should or should not be appointed. At the end of the interview they will be kept on file for six months.

If an interviewer has not interviewed for Dance4 before, they will be trained in recruitment procedures by a Senior Manager.

Retaining and Developing Staff

Workplace accessible or arrangements are put in place to make reasonable adjustment.

All staff are trained and given development opportunities

Training includes awareness of equality and diversity issues

Training arrangements are sensitive to diverse cultural and physical needs

Flexible working arrangements are available

Rights and responsibilities are made explicit

Procedures for dealing with discrimination, harassment and bullying are clear

Artists and Programme

The artistic programme incorporates a range of approaches to the arts and artists *rather than* a single dominant aesthetic, methodology, technology or framework

The programme reflects a broad range of work and presents positive images of cultural diversity, gender and disability, and challenges negative and stereotypical images of dance and dancers.

Positive action will be taken to encourage co-promoters to present culturally diverse and disabled artists.

Specialist programmes of work are included to make dance more accessible to specific groups of people, including initiatives to support progression routes for young disabled dancers.

Programme provides examples of artistic excellence from artists working in traditional and contemporary forms.

Opportunities offered for both local and national professional artists either through participation or performance opportunities, including engagement through digital tools to maximise the range of those that can be involved.

Outreach programmes (e.g. for CAT) will raise awareness of Dance4's young people's programmes and ensure gifted and talented young people are not excluded from taking part because of their economic status, race or disability.

Rehearsal and performances spaces will be welcoming and accessible to ensure all artists are able to be part of the programme.

Audiences and Participants

Dance 4 will encourage involvement in all forms of dance by all sections of the community as audiences and participants.

Develop our audiences and markets as inclusively as possible, and support audiences and markets with different needs from those of the dominant or majority audiences and markets. Use of digital tools will be included in planning to overcome barriers to inclusion for audiences.

Support audience development through a programme of education and outreach work, consultation with local communities and organisations and the development of joint projects with a range of local groups in particular, educational establishments, African and Caribbean and Asian organisations, Women's and Family groups/centres and organisations working with disabled people.

Ticket prices to be kept as low as possible through the funding we receive and free sharings and previews so that there is access to Dance4's programme for people on any level of income. Concessions offered to all paid events for people on low incomes and groups. Pay What You Think or Can events to be included where appropriate.

Ensure that activities take place in buildings or environments that are welcoming, friendly and physically accessible.

Encourage other venues and arts organisations wishing to promote dance, to ensure their buildings are accessible for both audiences and performers.

Include clear access information on all relevant forms of publicity.

Ensure all public documents including publicity material, reports, newsletters etc. are available in a range of formats on request.

Ensure Dance 4's resources are publicised and available via our website and publicity, including publications, database information, public reports and research documents.

Responsibility and Monitoring

All members of staff will be encouraged to take responsibility for ensuring effective equal opportunity practise. However, the overall responsibility for ensuring this policy is adhered to is that of the Director.

An annual action plan will detail priorities for the organisation to make progress in each area of work. An update report covering progress made and monitoring equality and diversity practice will be prepared for the Board twice a year. This will include analysis of the Equal Opportunity forms from any recruitment processes completed.

Last Revised December 2016

Last Approved 6 December 2018