



## **Equal Opportunities and Diversity Policy**

### **Introduction**

Dance4 is an international centre for the development of extraordinary 21<sup>st</sup> 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. Dance4 is committed to continually challenging ourselves about our working practices, prejudices and stereotypes through our working relationships with artists and with audiences we meet through our work.

The Company's Equal Opportunities and Diversity Policy flows from this commitment and recognises that discrimination takes place on many grounds. Dance4 continually seeks to overcome this by the promotion of equal opportunity, accepting that equality cannot be achieved without a programme of positive action to redress the effects of past discrimination and disadvantage.

The Company Policy has been updated in 2020 following discussions prompted by Black Lives Matter, with a focus on greater transparency and consideration of language.

The statement of policy is followed by detailed practice in nine key areas where the policy has particular relevance:

- Policy and Planning
- Governance
- Recruitment and selection of staff
- Starting a role and induction
- Retaining and developing staff
- Artists and Programme
- Audiences and Participants
- iC4C and Operations
- Responsibility, Monitoring and Transparency

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 and the working practices of the organisation. 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 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 has been included in the Business Plan since 2009 and an executive summary is published on Dance4's website.

The Equal Opportunities and Diversity policy also is publicised on the Dance4 website and actively promoted through job packs and callouts, in induction procedures and through staff training sessions.

In reviewing policy and communications Dance4 will ensure language around equality and diversity is appropriate and relevant to current best practice.

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.

The Company Staff Handbook will include the requirement for any suspected discriminatory acts or practices to be reported to the Chief Executive. 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

Board members will be offered training in equality and diversity.

### **Recruitment and selection of staff**

Equal opportunities employment practice will be used throughout recruitment practices to enable an inclusive and diverse workforce – see Recruitment practice guide (to be completed Autumn 19).

Open, external recruitment processes will be undertaken for all permanent, training and temporary roles unless a business case is demonstrated or legal reasons prevent this.

All posts, including internships will be paid at least at the National Living Wage for age 25 in force at the time, even if they are below this age.

All stated requirements especially qualifications, experience and skills will be totally relevant to the major functions of the job. These essential requirements will be the sole criteria to objectively shortlist and select applicants.

All such papers will avoid the use of discriminatory language.

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.

Information in the job pack will include information about access, flexible working, and living in Nottingham.

All adverts to state: 'Dance4 is committed to equality of opportunity and diverse candidates are encouraged to apply'.

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

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.

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.

### **Starting a role and induction**

Staff appointed to roles will be supported from appointment to starting to ensure they have relevant and helpful information at all stages and are familiar with Dance4 and its working practices.

Written confirmation will be provided within two weeks of someone being appointed to a role and they will be asked about any access requirements they may have.

An induction pack and their contract will be sent to them no later than two weeks before their start date with useful information about local provisions and amenities.

Further information will be provided on their first day, including a detailed Staff Handbook and a face to face meeting to guide them through this. This will include highlighting their rights on flexible working, representation and time off. It will also include information about the local community, city and the cultural offer.

### **Retaining and Developing Staff**

Dance4 will put arrangements in place to make reasonable adjustment for a worker's access needs.

All staff are given training and development opportunities, including awareness of equality and diversity issues. Training arrangements are sensitive to diverse cultural and physical needs

The rights and responsibilities of staff are made explicit through their contract, Staff Handbook and through line management meetings. Procedures for dealing with discrimination, harassment and bullying are also clear.

Staff are entitled to take time off in lieu by arrangement and flexible working arrangements are available, as detailed in the Staff Handbook.

Above employees' statutory rights there is a sick pay scheme in place and a period of paid bereavement leave.

### **Artists and Programme**

Dance4's 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. Dance4's programme provides examples of artistic excellence from artists working in a variety of dance forms, from Ballet and Bharatanatyam to hip-hop and more experimental and contemporary practices.

Through our work and our programme, we always consider visual imagery used in marketing, and what this may communicate to an audience. We want to avoid using imagery that might make a negative statement about what a dancer's body 'should' look like. Our programme as a whole is diverse and inclusive, and we want this to be reflected in our marketing and advocacy materials.

Dance4 will always champion and advocate for good working practices in the field of dance and choreography. Support, advice and guidance is provided to individuals or groups as sought or as deemed necessary.

Access needs and associated costs are taken into consideration on a case by case basis. We are transparent about how artists can receive additional support towards their needs.

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

Initiatives for young disabled dancers are offered through targeted support to help them with their participation and in progression routes through dance.

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, disability or any other protected characteristics.

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.

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

Dance4's good practice guide on recruitment and induction of staff will also be applied to engagement of artists where this is practical.

### **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 participants as inclusively as possible, and support audiences and participants with different needs from those of the dominant or majority population. Use of online platforms, software and other technology will be included in planning and delivery to overcome barriers to inclusion for audiences and participants.

Dance4 will support audience development through a programme of 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.

Dance4 is committed to making tickets affordable for as many people as possible. Ticket prices to be kept as low as possible through the funding we receive and sharing and preview events are free so that there is always access to Dance4's programme for people on any level of income. Concessions are offered to all paid events for people in receipt of benefits (examples include but are not limited to pension credits, disability living allowance, jobseekers or universal credit). Pay What

You Think or Can events are included where appropriate. An additional free ticket can be booked for a carer of a customer who would not be able to attend alone.

Dance4 will ensure that activities take place in buildings or environments that are welcoming, friendly and physically accessible.

Other venues and arts organisations wishing to promote dance will be encouraged to ensure their buildings are accessible for both audiences and performers.

Clear access information will be given on all relevant forms of publicity.

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

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

### **iC4C and Operations**

Dance4's workspace at iC4C aims to be welcoming and accessible and efforts will always be made to meet users' access needs.

Consideration will always be given to ensure signage and language is non-discriminatory and iC4C is a safe space to work for everyone.

Payment of fees and expenses will always be made in a timely manner, with the aim of payment being made no more than two weeks from submission of claims for individuals, and four weeks for organisations.

### **Responsibility, Monitoring and Transparency**

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 Chief Executive.

Diversity data will be collected in line with the Arts Council England monitoring criteria in place at the time.

Staff, Board members, regular freelancers and volunteers will be asked annually to complete a confidential monitoring form. The collated data will be submitted to Arts Council England to contribute to their large data set on diversity in arts organisations. It will also be published on Dance4's website and used to monitor Dance4's own progress on diversity.

Artists that are part of Dance4's programme will also be asked to complete a confidential monitoring form and collated data will be published on Dance4's website and used to monitor Dance4's own progress on diversity.

Applicants for jobs and contracts will be asked to complete a confidential survey and the results will be analysed and reported to the Board to ensure fairness in recruitment processes can be monitored.

Last updated September 2020