



## **EQUALITY AND DIVERSITY POLICY**

Fall into Place Theatre firmly believes in equality for all. We believe our individual experiences, culture and background are a great opportunity to learn from each other and grow together, and our diversity is to be celebrated. We believe every individual is unique and talented, and will continually strive to provide enjoyable drama workshops where every single person feels valued and part of a creative and supportive group. We hope to achieve this through the following policy, and expect all staff, directors, volunteers and fellow session attendees to adhere to the following:

### **POLICY STATEMENT**

1. Fall into Place recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills and talents of staff, volunteers and attendees at drama workshops. Fall into Place aims to ensure that no employee, volunteer or attendee receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.
2. Our aim is to welcome members to our groups and staff to our team from all backgrounds. We also aim for each individual we engage with to feel respected and included in order to be able to give their best and to enjoy their time with us.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. Following this policy, we aim to provide equality and fairness for all in our employment and attending our sessions and events.
4. All individuals we engage with and/or employ will be treated fairly and with respect. Selection for employment, volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency and impact of the organisation.
5. Our provision will be inclusive for all, and we will do our best to ensure our sessions and events are as accessible as possible. We will encourage attendees to let us know how we can best ensure our groups are inclusive for everyone by holding regular group consultations and setting 'group rules' at the start of new clubs/projects to create group fairness and accountability.
6. The trustees, staff and volunteers will not discriminate directly or indirectly, or harass attendees of sessions and events because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or any other diversity.
7. All our directors, staff and volunteers will strive to ensure our sessions and events are a safe, enjoyable experience for all attendees, and make efforts to ensure everyone is included and feels their voice, skills and talents are respected and encouraged.

### **OUR COMMITMENT**



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## Equal Opportunities and Diversity Policy

- To create an environment in which individual differences and the contributions of all our staff, volunteers and attendees are recognised and valued.
- Every individual is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and volunteers.
- We will review all our employment practices and procedures annually to ensure fairness.
- Breaches of this policy by staff will be regarded as misconduct and could lead to disciplinary proceedings. Breaches of our policy by volunteers or attendees could lead to their involvement with our organisation being terminated, depending on the severity of the breach. Please see below for more detail on this.
- This policy has been agreed and is fully supported by the trustees of Fall into Place.

### RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and future reviews of this policy will rest with the Executive Directors of Fall into Place. Executive Directors will ensure that they, their staff and their volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Executive Director will ensure that:

- All their staff and volunteers are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible following the grievance policy;
- Proper records are maintained.
- Any job adverts will include a general declaration that we aim to be an equal opportunities employer.
- Management will take appropriate training at least every three years to ensure they are aware of the needs of people with one of the protected characteristics.

### RESPONSIBILITIES OF STAFF AND VOLUNTEERS

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers. Our positive attitudes are crucial to the successful operation of fair practices. In particular, all members of staff should:

- comply with the policy consistently;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or attendees who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- immediately inform one of the Executive Directors if they become aware of any discriminatory practice or remarks.

### THIRD PARTIES



Third-party harassment occurs where a Fall into Place member of staff or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as attendees. Fall into Place will not tolerate such actions against its staff and volunteers, and the individual concerned should inform one of the Directors that this has occurred. Fall into Place will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The organisation's policies will be reviewed regularly to ensure it is relevant and fair.

## RIGHTS OF PEOPLE LIVING WITH A DISABILITY

The Organisation recognises the rights and needs of people living with a physical or mental disability. We aim to ensure we are equal and accessible by:

- Choosing venues that are wheelchair accessible and have accessible toilets, for offices, regular sessions and events.
- Make adaptations to office events/group activities to ensure those who are disabled can still participate
- Where relevant, ensure there are regular periods where individuals can rest or sit if needed, and make it verbally clear that this is acceptable to do at any time during the sessions.
- Ensure there is good provision of space at all times for chairs and wheelchairs.
- Provide a 'quiet space' if needed, which individuals can use at any point during the sessions if they feel they need to.
- Always listen to and encourage feedback from staff, volunteers and members on the accessibility of our sessions, and review and adapt as needed.
- Ensure that our performances are open to change through flexibility of roles, so that no attendee feels pressured or worried at any point about their level of involvement in a performance.
- Provide a variety of roles and responsibilities to ensure all talents are celebrated and all abilities and needs can be met.

## MONITORING

- Fall into Place deems it appropriate to state its intention not to discriminate and ensures that this will be translated into practice consistently across the company as a whole. Accordingly, a monitoring system of staff will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees and, where appropriate, attendees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, disabilities, where attendees are happy to disclose such information.



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- There will also be regular assessments to measure the extent to which recruitment and nature of drama workshops and opportunities affect the equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the organisation, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the organisation , then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, advertising of roles. There will also be an annual review of our sessions and events, , including monitoring the opportunities and inclusivity of drama games, activities and our policies and practices. We will then take action and make amendments as needed. We will also deliver and monitor feedback questionnaires for attendees and audience members of performances.

## REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Executive Directors.

### Reviews:

14/05/18 by Sarah Goodyear and Naomi Roxby Wardle

4/6/19 by Sarah Goodyear

4/6/2020 by Sarah Goodyear

27/9/2021 by Sarah Shaw (nee Goodyear)

28/5/2023 by Naomi Roxby Wardle and Sarah Shaw