

CLAY Equality and Diversity Policy

Last reviewed: February 2023

Next review date: February 2024

POLICY STATEMENT

1. **CLAY** recognises that discrimination and victimisation is illegal and that it is in the interests of CLAY and its employees to utilise the skills of the total workforce. It is the aim of CLAY to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / parenthood, race, religion or belief, sex, sexual orientation (the **protected characteristics**), in addition CLAY also recognises class.
2. CLAY aims to be an inclusive and positive environment. We will not stand for prejudiced behaviour including (but not restricted to) sexism, racism, homophobia, transphobia, xenophobia, ableism, ageism, classism and sizeism. We ask our staff, volunteers, collaborators and guests to respect people's boundaries and refrain from making assumptions about other guests. We expect our guests to share these ideals and practise them in their lives outside of CLAY too. We respect the rights of our guests to challenge behaviours which cause themselves or others discomfort.
3. Our aim is that our team will be truly representative of the community and artistic sector we support and that each employee feels respected and able to do their best work.
4. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all our employees, volunteers and artists that we work with.
5. All employees, Trustees, volunteers or visiting artists, part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, 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 of the organisation.
6. Our staff, be it the Trustees, employees, those working on events or volunteers will not discriminate directly or indirectly, or harass customers or clients because of protected characteristics.
7. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

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OUR COMMITMENT

- To create an environment in which individual differences and contributions of all our staff, studio holders, volunteers and collaborators are recognised and valued.
- To create a working 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.
- To promote equality in the workplace and the arts sector, which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by our Board of Trustees.
- The policy will be monitored and reviewed annually.

RESPONSIBILITIES OF MANAGEMENT

Responsibility for the effective implementation and operation will rest with the management of CLAY. The Trustees will hold employees accountable to oversee, review and ensure that they, their staff, studio holders, volunteers, and visiting artists operate within this policy and arrangements. All reasonable and practical steps are taken to avoid discrimination. Directors will ensure that:

- all staff 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;
- proper records of reported incidents are maintained in accordance with our [incident reporting procedure](#)

RESPONSIBILITIES OF STAFF/VOLUNTEERS

Responsibility for ensuring that there's no unlawful discrimination rests with all staff and volunteers; the attitudes of staff and volunteers are crucial to the successful operation of fair employment practices. In particular, everyone should:

- comply with this policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups 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.
- inform senior staff or Trustees if they become aware of any discriminatory practice.

THIRD PARTIES

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Third-party harassment occurs where a CLAY employee/volunteer/collaborator is harassed, in relation to a protected characteristic, by third parties such as visitors or customers. CLAY will not tolerate harassment or discrimination against its staff, volunteers or collaborators. All third-parties agree to adhere to our Code of Conduct when using CLAY's facilities. If an incident should occur, the employee, volunteer or collaborator concerned should inform the senior member of staff at once and they or the senior member of staff will complete an Incident Report for our records. CLAY will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All policies and company arrangements have a bearing on equality of opportunity. CLAY's policies will be reviewed annually, and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

CLAY attaches importance to the needs of disabled people.

Under the terms of this policy, the company is required to:

- make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: Trustees & senior staff are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUALITY TRAINING

This policy, our Safeguarding Policy, Code of Conduct and Incident Reporting information is included in induction procedures.

MONITORING

- o CLAY deems it appropriate to state its intention not to discriminate and will ensure that this is translated into practice consistently across the organisation as a whole. A review of the policies will be held annually at a minimum to measure the effectiveness of the policy and arrangements.

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- o There will be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- o We will maintain confidential information on staff who have been involved in certain key policies: Disciplinary, Grievance and Incident Reporting (of discrimination, bullying & harassment)
- o The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

GRIEVANCES/DISCIPLINE

Employees, volunteers and collaborators have a right to pursue a complaint concerning discrimination or victimisation via the Incident Reporting system.

(Incident Report Form:

https://docs.google.com/forms/d/1YzwtN_6u7FDPFShzIPENufTME1spkG-AQ2HUQ-0EpOU/edit)

The Accountability policy offers a pathway for all patrons (audiences and guests) to raise concerns in relation to this policy, our mission & code of conduct.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with in accordance with the guidelines set out by Advisory, Conciliation and Arbitration Service (ACAS).

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually.

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