

York Music Hub

Equality, Diversity and Inclusion Policy

1 July 2022



York Music Hub is an equal opportunity employer. Our strategy for ensuring equality, diversity and inclusion is embedded across all areas of the Hub's delivery, including our commitment to ensuring equality of opportunity for all pupils, regardless of race, gender, where they live, their levels of talent, parental income, whether they have special educational needs or disabilities, and whether they are looked after children.

The Charity is committed to being a successful, caring and welcoming place for all employees. We want to create a supportive and inclusive environment where our employees can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued.

The terms equality, inclusion, diversity and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in the Charity to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Charity as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with Trustees, Directors and managers, individuals at all levels have a responsibility to treat others with dignity and respect.

All employees, workers or self-employed contractors whether 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 Charity.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Hub's Director.

Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. The Charity will also continue to work towards its dedicated goal of encouraging and promoting equality and diversity within the workforce.

The policy aims to achieve equality by removing any potential discrimination in the way that our employees are treated by fellow employees or the Charity, including:

- people with disabilities
- people of different sexual orientations
- transgendered and transsexual people
- people of different races
- people on the grounds of their sex/ gender
- those of faith and of no faith
- in relation to their age
- in relation to their social class or medical condition
- people who work part-time
- those who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding.

Discrimination can be either direct or indirect discrimination. Some of the above are protected characteristics under the Equality Act 2010 and discrimination is prohibited, unless there is a legal exception under the Equality Act.

Direct discrimination

This is where someone is treated less favourably due to one (or more) protected characteristics. It can be intentional or unintentional discrimination. Occasionally the discrimination may occur due to a protected characteristic of another person, so the discrimination may be because of association. An example is an advert for a job that requires 'men only' or 'under 30s only'.

Indirect discrimination

This is where someone is disadvantaged by an apparently neutral provision, criterion or practice (PCP) that is applied 'across the board' or 'equally across a particular group'. The PCP

may have the consequence (usually unintended) of causing a disadvantage, which then actually affects somebody. For example, a PCP relating to clothing or headwear could be applied 'equally', but may cause someone with a protected characteristic to be disadvantaged. The PCP could be justified if it is a proportionate means of achieving a legitimate aim.

Victimisation

This is not the same as the common meaning of victimisation, but is specifically regarding treating someone less favourably because they have complained about or given information about discrimination or harassment, either regarding themselves or someone else.

Harassment

The Equality Act 2010 applies to how employees treat fellow employees, visitors, suppliers and former employees. The Act also applies to pupils in schools and any other educational/performance settings.

The Charity is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex/ gender or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The personal commitment of every Trustee and employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Charity.

Training, development and progression opportunities are available to all staff.

The Hub's Director has particular responsibility for implementing and monitoring the equality and diversity policies and, as part of this process, all HR policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure appropriate.

Our commitment as an employer

The Charity is committed to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff
- understanding equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Charity, taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
- diversity in our workforce will be regularly monitored to ensure equal opportunities throughout the Charity. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
- monitoring and reviewing this policy annually.

Our commitment as a service provider

The Charity is committed to:

- providing services to which all service users are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex/ gender or sexual orientation
- making sure our services are delivered equally and meet the diverse needs of our service users.
- taking steps to ensure equity amongst our service users such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups
- fully supporting this policy by Trustees and senior management
- monitoring and reviewing this policy annually
- having clear procedures that enable our service users, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated

- paying attention to the needs of children and young people from diverse groups in order to ensure that due consideration to inclusivity and accessibility is given
- identifying opportunities for children and young people to work collaboratively in diverse groups
- devising creative and respectful ways of using the diverse experiences of children and young people to add value to the learning experience for everyone.

With regards to music-making activities that the Hub is involved in:

- setting clear rules in regards to how people should be treated
- challenging any negative attitudes
- treating all staff and children and young people fairly and equally
- creating an all-inclusive culture for staff and children and young people
- avoiding stereotypes in examples and resources
- using resources with multicultural theme
- actively promoting multiculturalism in the activity
- planning activities that reflect the diversity of staff, children and young people
- ensuring all participants have equal access to opportunities and participation
- making sure that learning materials do not discriminate against anyone and are adapted where necessary, e.g. large print or audio tape format
- using a variety of assessment methods
- ensuring policies and procedures don't discriminate against anyone.

Equal Opportunities Policy Statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with those affected and try to find an alternative solution where possible
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate

- We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents and
- actively promote race equality and inclusion in the Charity
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same

Gender

We will:

- challenge discriminatory assumptions about gender
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Sexual orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against everyone and
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

Religion or belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity and
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees' during pregnancy or maternity leave.

Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

Part time and fixed term work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Equal pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.