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Review Schedule:

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Next review due: June 2023

Key Contacts:

Social Material CIC Equality and Diversity Lead: Daniel Baker

Equality and Diversity Management Committee Lead: Kitty Anderson

socialmaterialcic@gmail.com / 07879 852916

Social Material CIC, 86-90 Paul Street, London, EC2A 4NE

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This policy and procedures sets out the ways in which Social Material CIC (Social Material) will continue to meet and exceed our duties under the Equality Act and be proactive in recognising and removing barriers which people from all backgrounds may face in accessing our programme and services

Equality and Diversity Aims

- 1) Public Programme
 - To create a rich programme of workshops, talks, trips, events and other artistic activities that is exciting because it reflects a range of artists, interests, cultures and creative practice from our community and the wider world we inhabit
- 2) Participants
 - To work with participants that reflect the exciting and invigorating diversity of our local area
 - To increase engagement within the arts and heritage from individuals of diverse backgrounds, individuals experiencing illness, disability or other forms of oppression and marginalisation
- 3) Governance
 - To ensure Social Material actively and meaningfully engages with Equality and Diversity practice through Management Committee monitoring of the Policy, setting and achieving targets.
 - To exceed the legal obligations for Equality and Diversity and fully comply with UK and European law.
- 4) Leadership and workforce
 - To reflect the diversity of our community in our workforce and Management Committee and create a safe and welcoming organisation
- 5) Partnerships and Collaborations
 - To work in partnership to help Social Material exceed its Equality and Diversity targets, learn from others and make effective use of limited resources.

These Equality and Diversity Aims for Social Material directly inform the organisation's Policy.

1. Policy

Equal Opportunities and Diversity Policy Statement

In recognition of direct and indirect discrimination on the basis of the following protected characteristics: race, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, gender reassignment, religion or belief, disability, age and also national or ethnic origin. Social Material CIC (Social Material) is committed to providing equality of opportunity in its employment practices, Management Committee composition, artistic and education policies, programming and services offered to participants, user groups and members of the public.

The Management Committee of Social Material CIC recognises its responsibilities in developing, implementing and monitoring the Equal Opportunities and Diversity Policy for the organisation.

2 Objectives of the Equal Opportunities and Diversity Policy

2.1 The objectives of the Equal Opportunities and Diversity Policy are based on an awareness of the following laws:

- Equality Act 2010 which from 1st October 2011 covers the following acts:
 - Sex Discrimination Acts, 1975 and 1986
 - Employment Equality (Sexual Orientation) Regulations 2003 and 2007
 - Employment Equality (Religion or Belief) Regulations 2003 and Equality Act 2006
 - Employment Equality (Age) Regulations 2006
 - Equal Pay Act, 1970
 - Race Relations Act, 1976 and its amendments 2000 & 2003
 - Disability Discrimination Act, 1995 and amendments 2005 + Disability Equality Duty 2006
- Sex Discrimination (gender reassignment) Regulations and Gender Recognition Act 2004
- Employment Rights Act 1996
- Employment Act 2002
- Civil Partnership Act 2004
- Rehabilitation of Offenders Act, 1974
- Work and Families Act 2006
- Part Time Workers Regulations 2000
- Fixed Term Employees Regulations 2002

2.2 The objectives of Social Material in striving to be an Equal Opportunities organisation are:

- Ensuring that no member of staff, Management Committee member or participant is subject to unfair or unlawful discrimination

- Ensuring that staff and Management Committee members understand the forms and effects of discrimination
- Seeking to ensure the composition of the staff and Management Committee reflects the demographics of our local area
- Ensuring that the premises and all activities are fully accessible for disabled people, in the ability to move around the building, use equipment (as appropriate and in line with health and safety provisions) and access services provided by the organisation
- Strengthening links with groups experiencing discrimination
- Increasing awareness within the organisation of the needs of groups which experience discrimination in order to provide relevant services
- Ensuring that issues of Equality and Diversity are central to the organisation's policies, procedures and programme

3 Implementing the Policy

3.1 The Director of Social Material will be responsible for developing, implementing and monitoring the policy in conjunction with the Management Committee. All members of staff will assist the Director in implementing and monitoring the Equality and Diversity Policy. All contract and project personnel will be required to promote equality of opportunity as part of their terms of engagement.

3.2 Areas to be covered include:

- Management Committee composition
- Employment practices and terms of employment
- Access
- Marketing
- Public Programme
- Training
- Monitoring

4 Management Committee Composition

4.1 The Management Committee will seek to develop representation at Management Committee level to reflect a balance of ethnicity, gender, disability, age, sexual orientation, religion or belief.

4.2 The Management Committee will review Management Committee membership and representation on an annual basis and actively promote opportunities to join the Committee from under-represented groups.

5 Employment Practices and Terms of Employment

5.1 All job vacancies will be advertised. Advertisements will include '*Social Material strives to be an Equal Opportunity organisation*'. All job applicants will be requested to complete an Equal Opportunities Monitoring Form as part of their application. The Equal Opportunities Monitoring Form will provide information on gender, disability, ethnicity and age and will be used to inform Social Material recruitment policy and practice. The monitoring forms will be separated from candidates' application forms and will form no part of the selection process.

Full or part time positions

5.2 The selection of candidates to be interviewed will be based on the strength of the applicants' abilities to undertake the position. No candidate will be refused an interview on the basis of race, religion, disability, gender, sexuality, age or cultural beliefs.

5.3 The interview process will be the same for each candidate and will be determined and agreed by the Interview Panel prior to the commencement of interviews. Social Material will seek to provide training in interview techniques for all senior staff regularly involved in interviews. Particular regard will be given to racism awareness training (see section on Training).

5.4 All interviewed candidates not selected for the position will be informed in writing.

5.5 All employees will be given a copy of their job descriptions and contracts for signature. All employees will have access to a copy of the Social Material Staff Handbook. Probationary periods, disciplinary procedures and methods for facilitation of disputes are included in the Social Material Staff Handbook. Social Material also undertakes to advise employees of their legal right to take their case to an Industrial Tribunal and seek the assistance of the Commission for Racial Equality, the Equal Opportunities Commission or other relevant agencies in doing so.

5.6 Job contracts will seek to comply with best practice provisions, within the resources available to Social Material, in relation to:

- Instigating the qualifying period to one year for unfair dismissal
- Creating an open work environment that seeks out views of all staff
- Ensuring staff members' right to trade union representation is protected
- Recognising a trade union which has the backing of the majority of the workforce
- Ensuring employees have the right to trade union representation during grievance or disciplinary hearings
- Providing for continuance of contracts and seniority during maternity or parental leave (unless terminated through dismissal or resignation) and ensuring protection against

dismissal or detriment for time off associated with maternity or parental leave, as defined in the Staff Manual.

- Providing a right to reasonable time off for family emergencies

5.7 All staff will assist the Director and the Management Committee in implementing and monitoring the Equality and Diversity Policy.

Project-based positions

5.8 Depending on the size and scope of the project, projects and commissions will be advertised locally, nationally and in some instances internationally in all appropriate media.

5.9 The selection of candidates for projects will be based on the strength of the applicant's ability to undertake the position. No candidate will be refused an interview on the basis of race, nationality, national or ethnic origin, religion, disability, gender, sexuality, age or cultural beliefs.

5.10 The selection process will be the same for each candidate and will be determined and agreed to by the Interview Panel prior to the commencement of interviews.

5.11 All interviewed candidates not selected for the position will be informed in writing.

5.12 For small education or outreach projects and workshops, freelancers may be invited to apply to undertake short-term work. Candidates will be interviewed by the Directors or other senior staff as appropriate.

5.13 Contracts for all projects will be issued to successful candidates.

6 Access Policy

6.1 Social Material will seek to ensure that barriers to the public accessing services and/or Social Material's projects are removed. In achieving this Social Material will:

- Review pricing policies for any paid-for activities
- Monitor accessibility to the building, accessibility within the building and use of equipment to ensure the widest possible access by disabled people
- Review signage and language used to direct people around the building

7 Marketing Policy

7.1 In marketing Social Material's core aims and activities to the general public, community organisations and the general public, Social Material will use language that is clear, unambiguous and direct.

7.2 Where appropriate, languages other than English may be used or audio/video cassettes will be used, as resources permit.

7.3 Where relevant, Social Material written marketing will include '*Social Material strives to be an Equal Opportunities organisation*'.

9 Public Programme

- 9.1 Social Material will strive to ensure to enhance opportunities to arts practices for all, as well as ensuring that employment opportunities for artists are inclusive of artists from culturally diverse backgrounds and disabled artists
- 9.2 All artists engaged by Social Material to undertake projects and workshops will be required to promote equality of opportunities as part of their terms of engagement.
- 9.3 Relevant diversity and disability awareness training will be provided for all freelance workshop leaders, with additional training focusing on working with specific groups organised for relevant projects.

10 Training

- 10.1 Each member of staff and volunteer will be acquainted with Social Material's Equality and Diversity Policy to ensure awareness regarding the rights and responsibilities of each individual employee under the policy as well as staff responsibilities to participants in programmes, users and visitors.
- 10.2 The Director will undertake to bring to the attention of the Management Committee, staff and volunteers appropriate training courses on Equal Opportunities and Diversity available in the region.
- 10.3 Social Material will continue to seek adequate funding from its funding bodies to enable appropriate training to be undertaken.
- 10.4 Social Material will seek to identify staff training needs to develop in full the skills and potential of all employees and offer training and promotion opportunities according to staff members' abilities and without discrimination.
- 10.5 All staff members and relevant volunteers will be required to attend Disability and Diversity Awareness training.
- 10.6 Social Material will seek to provide training in interview techniques for staff involved in interviews.

11 Monitoring

- 11.1 The Equality and Diversity Policy will be monitored annually to measure effectiveness of the policy.
- 11.2 Monitoring will be carried out by the Director and will be undertaken by:
 - Recording and analysing information about applicants who have applied for roles through the inclusion of an *Equal Opportunities Monitoring Form* sent with each job application. The *Equal Opportunities Monitoring Form* will provide information on gender, disability, ethnicity and age.

- Keeping records of all interview processes and selection panel members for 6 months post interview date.
- Keeping confidential records on the background of current employees adding relevant information to their personnel records and monitoring progress in the organisation
- Keeping records of any disciplinary matters that arise and how these are dealt with
- Reviewing the composition of the staff and Management Committee members and analysing visitor / audience profiles wherever practicable
- Reviewing the quality and quantity of projects and programmes initiated or developed with community, education groups or disabled people, mixed cultural backgrounds, sexuality, gender and age ranges
- Reviewing prices charged for education and outreach workshops or exhibitions/cinema programmes
- Recognising the role of Peabody Housing Association, Family Mosaic, Hackney Council, the Big Lottery Fund and other funders and partners as external monitors

11.3 The Director will prepare a report on the development, implementation and monitoring of the Equality and Diversity Policy which will be presented to the Management Committee annually.

11.4 The Director will undertake a full review of the development, implementation and monitoring of the Equality and Diversity Policy every three years.