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EQUALITY, INCLUSION & DIVERSITY POLICY

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1 Our commitment to equality, inclusion and diversity

We are committed to equality, diversity and the creation of an inclusive work environment where all staff are treated with dignity and respect at all times. It is our policy that there should be no unlawful discrimination against you or any job applicant because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation ('protected characteristics'). We aim to ensure fair and equitable treatment for everyone, recognising that people's experiences and barriers may differ based on multiple, overlapping factors.

2 Who does this policy apply to?

This policy applies to all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

3 Does this policy form part of my contract?

This policy does not form part of any employee's contract of employment except to the extent that it imposes obligations on employees.

We may amend this policy at any time and may vary it as appropriate to a particular case.

4 Who is responsible for this policy?

The SNJO Board has overall responsibility for the effective operation of this policy. It will be reviewed regularly, with a formal review taking place annually. If you wish to comment on this policy or suggest ways in which it could be improved, please contact Yvonne Robertson, the Board's Champion for this Policy via yr@snjo.co.uk.

5 Positive Action and Commitments (reviewed annually)

- Broaden access and representation: Run open calls for deputies, extras, and freelance educators, with targeted outreach to under-represented groups and communities.
- Champion inclusive programming: Ensure repertoire and artistic content reflect a diversity of composers, artists, cultures and genres, and highlight under-represented voices.

- Invest in learning and wellbeing: Provide regular equality, diversity and inclusion training for Board, staff and musicians, and ensure appropriate mental health support and awareness within the team.

- Support progression: Develop mentoring and skills-sharing opportunities to strengthen pathways for musicians, educators and staff from diverse backgrounds.

- Amplify youth and participant voice: Establish structured feedback channels so that young people, musicians and families can actively influence how we design and deliver our work.

6 What does this policy apply to?

This policy applies to all aspects of employment including:

- Recruitment and selection
- Promotion
- Appraisals
- Training and development
- Terms and conditions of work
- Pay and benefits and access to facilities
- Conduct at work
- Grievance and disciplinary procedures
- Decisions relating to dismissal, including redundancy selection.

We have a separate Anti-Harassment and Bullying policy which is aimed at ensuring the work environment is free from bullying and harassment. We also have a separate policy on Sexual Harassment.

7 What is unlawful discrimination?

This can take different forms:

- **Direct discrimination:** Where you treat someone less favourably than others because of a protected characteristic. An example would be refusing to employ a woman because she is pregnant.

- **Indirect discrimination:** Where policies and practices apply equally to all workers but, in practice, disadvantage a group with a particular protected characteristic. An example would be insisting that all workers be 6 foot tall, as this would disadvantage women and certain racial groups. This will be discrimination unless it can be justified as being a proportionate means of achieving a legitimate business aim.

- **Discrimination arising from disability:** Where you treat someone unfavourably because of something arising in consequence of their disability, and the treatment is not justified.

- **Failure to make reasonable adjustments**: If our policies or practices; a physical feature of our premises; or our failure to provide an auxiliary aid, put a disabled person at a substantial disadvantage compared to people who are not disabled, we must take reasonable steps to avoid that disadvantage. This duty will only arise if we know, or ought reasonably to know, that a person is disabled and is likely to be disadvantaged in the way described.

- **Harassment:** Where you subject someone to unwanted conduct of a sexual nature, or unwanted conduct related to age, disability, gender reassignment, race, religion or belief, sex or sexual orientation; and the conduct has the purpose or effect of violating their dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can occur whether or not you intend to cause offence. Examples include shunning a colleague because of their sexual orientation; racist or sexist ‘banter’; or telling jokes about a person’s religion or belief. Harassment can also occur if you treat someone less favourably because they reject or submit to harassment of a sexual nature or harassment related to gender reassignment or sex.

- **Victimisation:** Where you subject someone to a detriment because they have brought discrimination proceedings; made an allegation of discrimination; given evidence or information in connection with discrimination proceedings; or done anything else by reference to discrimination legislation. Individuals are also protected if you subject them to a detriment because you believe they have done, or may do, any of these. Examples include selecting an employee for redundancy

because they raised a discrimination tribunal claim (against us or a former employer) or overlooking an employee for promotion because they raised a discrimination grievance. Individuals are not protected in this way if they give false evidence or information, or make a false allegation, in bad faith.

- **Discrimination by association:** Where you harass someone or treat them less favourably than others because they are associated with someone else who has a protected characteristic. For example, harassing a colleague because they have a disabled child.

- **Perceptive discrimination:** Where you harass someone or treat them less favourably than others because you incorrectly assume that they have a particular protected characteristic, for example you make incorrect assumptions about a person's religion.

8 Recruitment and selection

- Recruitment and promotion will be conducted on the basis of merit, avoiding unlawful discrimination.

- Job descriptions and person specifications will be limited to requirements which are necessary for the effective performance of the role.

- Where possible, shortlisting will be done by more than one person.

- When advertising vacancies, we will aim to reach diverse sections of the community.

- We will not ask job applicants questions about their health or disability before a job offer is made, other than in limited cases where this has been approved in advance by the Board.

- We are required by law to ensure that all employees are entitled to work in the UK, and all prospective employees will be asked to produce certain documents to allow us to verify this before they start work. We will not make assumptions about immigration status on the basis of appearance or apparent nationality.

9 Training, promotion and terms and conditions

- Training needs for our full-time and part-time Orchestra Managers will be identified through regular appraisals and they will be given appropriate access to training.

- Hiring and promotion decisions will be made on the basis of merit.
- We will regularly review our standard terms and conditions, pay and remuneration, benefits, training, policies, handling of grievances, appraisal and promotion processes, practices, rules, and facilities to ensure they do not unlawfully discriminate.

10 Discipline and redundancy

We will not unlawfully discriminate when applying disciplinary procedures or penalties, or in our redundancy selection criteria or procedures. We will regularly review our handling of disciplinary matters, dismissals and redundancies to ensure they do not unlawfully discriminate.

11 Disability

If you are disabled or become disabled whilst working for or with the SNJO or SNYJO, we encourage you to tell either of our full-time and part-time Orchestra Managers about your condition so that we can support you as appropriate. If you experience difficulties because of your disability, please contact Yvonne Robertson via yr@snjo.co.uk to discuss any reasonable adjustments that would help to overcome or minimise the difficulty.

12 Part-time workers and fixed-term employees

We will not treat part-time workers less favourably than comparable full-time workers, because of their part-time status, unless the difference in treatment is justified.

We will not treat fixed-term employees less favourably than comparable permanent employees, because of their fixed-term status, unless the difference in treatment is justified. We will inform fixed-term employees of any available vacancies with reasonable notice as these arise.

13 Equality and diversity training

We will provide at least half a day's annual equality and diversity training for our Board, our employees and all SNJO and SNYJO musicians in collaboration with the Musician's Union and Black Lives in Music. If you have any questions about this policy or how to apply it, or you feel that you need additional training, you should contact Yvonne Robertson via yr@snjo.co.uk

14 Equality and diversity monitoring

We will carry out equality and diversity monitoring to help us improve equality and diversity. We will aim to gather information anonymously. We will use the information for monitoring and statistical purposes only. Responses to monitoring will be voluntary and you will not be treated less favourably if you choose not to respond.

As regards recruitment or promotion, any responses to equality and diversity monitoring:

- Will be kept separate from applications
- Will not be used as part of the selection process
- Will not be seen by those making selection decisions before the process is complete.

15 What are my obligations in relation to equality and diversity?

- You have a duty to act in accordance with this policy.
- You must behave appropriately and treat others with dignity and respect, and you must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies inside the workplace, outside the workplace (including when dealing with customers, suppliers or other work-related contacts, when wearing a work uniform) and on work-related trips or events including social events.
- You must not use social media to harass, bully or unlawfully discriminate against staff or third parties, both inside and outside of the workplace.
- You must be aware of the potential impact of your own behaviour on members of your team and others.
- If you have management responsibilities you must set an appropriate standard of behaviour, leading by example and ensuring that those you manage adhere to this policy. You must respond to allegations of discrimination by taking appropriate action, which may include dealing with the matter via the Grievance Policy or Disciplinary Policy.

16 What should I do if I consider that I have suffered discrimination?

If you consider that you have suffered discrimination contrary to this policy, it may be appropriate in some circumstances to deal with this informally. In doing so, you should point out the issue to the relevant person in an appropriate manner. If you consider that this informal approach would be inappropriate in the circumstances; it would be too difficult for you to speak directly to the relevant person; or you have tried this informal approach and it has not resolved the matter, you should discuss your concerns with Yvonne Robertson via yr@snjo.co.uk.

If you wish to raise a grievance about discrimination at work, you should follow our Grievance Policy if you are an employee, or our Complaints Policy if you are not an employee. If your complaint involves bullying or harassment, you should follow our Anti-Harassment and Bullying Policy. If your complaint involves sexual harassment, you should follow our Sexual Harassment Policy.

We will treat allegations sensitively and, as far as possible, will maintain confidentiality.

If you make an allegation of discrimination in good faith you will not be subjected to any detriment as a result. However, if you make a false allegation of discrimination, or give false evidence or information in connection with discrimination proceedings, and this is done in bad faith, we may take action under our Disciplinary Policy and, in serious cases, such conduct may be treated as gross misconduct leading to dismissal without notice.

17 What will happen if I breach this policy?

Breaches of this policy will be dealt with under our Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to dismissal without notice.