

Studio Wayne McGregor

Equal Opportunities Policy

Studio Wayne McGregor is committed, through its practises, policies and services, to providing equality of opportunity in its employment practices and services. We recognise that discrimination is unacceptable and will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Studio Wayne McGregor aims to provide equal opportunities through:

- A statement of Equal Opportunities Policy
- Recruitment
- Employment
- Governance
- Physical environment
- Artistic Programming
- Access and Audience Development
- Responsibility and Monitoring

Statement of Equal Opportunities Policy

Studio Wayne McGregor is committed through its practices, policies, employment practises, services, access, artistic programming, training and board representation, and in all aspects of its work to providing equal opportunities to all. This policy is aimed to provide a framework for action and to ensure that no potential or actual employee, volunteer, client, customer or job applicant receives less favourable treatment or access to operations on grounds of gender, race, disability, colour, physical appearance, ethnic or national origin, marital status, sexual orientation, responsibility for dependants, religious belief, trade union activity, political opinion or affiliation, gender reassignment, class, accent, age or any other grounds.

Studio Wayne McGregor will not tolerate unfair discrimination against any members of its staff by any of its employees or other persons appointed to the service of the company or using its services. All employees are obliged to observe the Company's Equal Opportunities Policy. Failure to do so may render an employee liable to disciplinary action.

Studio Wayne McGregor is committed to making this policy properly effective. The company values people's differences and their present and potential contribution, regardless of membership of any group. As part of our approach to equal opportunities, Studio Wayne McGregor has an Equality Action Plan which acknowledges the benefits to the organisation of encompassing a variety of different groups within the organisation through all aspects of its work.

Recruitment

Studio Wayne McGregor's policy is to recruit staff in a fair, open and clear manner in accordance with our equal opportunities and Equality Action Plan. The intention is that recruitment decisions are based on the relevant merits and abilities of candidates. All those involved in recruitment decisions are required not to discriminate unfairly, whether directly or indirectly. Recruitment procedures will be monitored in respect of ethnic origin, gender and disability, to ensure that direct or indirect discrimination is not occurring.

Recruitment Policy and procedures

- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- Advertising will be monitored to ensure that the wording contains no in-built prejudice. Language used will be clear, simple and free from bias avoiding any implication of preference for a particular group of applicants.
- Accompanying all advertisements will be the statement: Studio Wayne McGregor is an Equal Opportunities employer.
- All applicants who apply for jobs with Studio Wayne McGregor will receive fair treatment and will be considered solely on their ability to do the job.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Detailed Job Profiles including a job description, person specification, background on Studio Wayne McGregor and clear guidelines will be drawn up for each vacancy and distributed to staff involved in the recruitment process and candidates.
- Person specifications are clear about whether requirements are essential or desirable for the post. Essential requirements are limited to those that are necessary for the safe and effective performance of the post
- Criteria for all short-listed candidates will be clear and consistent and will happen in accordance with the requirement of the job description and person specification. A scoring system will be used to ensure that all candidates are short-listed on the same basis.
- Interview panels will be composed with a balance of representation across the company. Short-listing and interviewing will be carried out by a minimum of 2 people.
- The interview procedure will be clear and consistent for each candidate and each candidate will be asked the same set of questions.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Equal opportunities monitoring forms will be provided to enable the company to monitor the diversity of applicants.

Studio Wayne McGregor has a strong commitment to equality and diversity both within the organisation and in the work that we do. We aim to employ a representative workforce that reflects the communities we work in and the regional distribution statistics in the Creative & Cultural Industries. We encourage

applications from under- represented groups and pursue a policy of 'positive action' in an attempt to achieve this.

'Positive action' refers to a range of measures and initiatives that employers can lawfully take to actively encourage individuals from under-represented groups to apply for jobs. The selection procedure itself is no different, and is based solely on merit. 'Positive action' does not seek to remove competition for jobs and any initiative undertaken as 'positive action' stops before any part of the selection process.

As part of its 'positive action' policy Studio Wayne McGregor is aware that this should not be used as a blanket policy and that consideration of the following factors should be undertaken in advance of each recruitment process:

- the company must reasonably think that people with a protected characteristic are under-represented in the workforce;
- positive action must be a proportionate way of addressing the under-representation;
- information or evidence will be collated to determine why the company is using positive action, i.e. profiles of current workforce, analysis of monitoring forms for previous recruitments; looking at national data and statistical information

Employment

Studio Wayne McGregor is committed to being an equal opportunities employer. The company welcomes employees from all sections of the community.

It seeks to put this commitment into practice through:

- Providing consistency in conditions of employment, pay, training, promotion opportunities and redundancy for all staff
- Providing detailed policies and procedures in the staff handbook which is located in the office and available to all members of staff at all times
- Providing a probationary period for all new members of staff
- Providing annual review meetings for all staff, and regular opportunities for one to one discussions with their line manager
- Having a budget for staff training and development, discussing training and development needs with staff and facilitating individual and team training and development opportunities. All staff will be given equal opportunity in their access to training enabling them to progress both within and outside the company. Employees will be expected to attend equal opportunities and diversity training.
- Having clear grievance and disciplinary procedures in place
- Making it a responsibility of all members of staff to be committed to promoting equality of opportunity
- Providing an environment that is free of harassment, whether verbal, physical or behavioural

- Being sensitive to individual circumstances and respecting cultural and religious demands as far as is reasonable within the constraints of the post and the organisation as a whole
- Studio Wayne McGregor will actively seek to eliminate or overcome real or perceived barriers to work, such as physical, economic or emotional, making reasonable adjustments wherever practical.
- Studio Wayne McGregor will also seek to eliminate or overcome any real or perceived attitudinal barriers experienced by any individual in the workplace, in relation to their gender, race, disability, colour, physical appearance, ethnic or national origin, marital status, sexual orientation, responsibility for dependants, religious belief, trade union activity, political opinion or affiliation, gender reassignment, class, accent or age.

The intention is that all staff shall be treated fairly and equally, be provided with a supportive working environment and encouraged to fulfil their potential and develop their professional skills, experience and understanding during their period of employment with Studio Wayne McGregor.

Governance

Studio Wayne McGregor is committed to good equal opportunities and diversity practice in all aspects of governance and policy. It seeks to put this commitment into practice with the following aims:

- Every member of the Board will be selected for their ability to fulfil the role required, irrespective of gender, race, disability, colour, physical appearance, ethnic or national origin, marital status, sexual orientation, responsibility for dependants, religious belief, trade union activity, political opinion or affiliation, gender reassignment, class, accent or age.
- Training in equal opportunities and diversity and related changes in the law will be available to members of the Board.
- Every effort will be made to ensure the perspectives of different genders, ages, abilities, and cultural groups are included within the membership of the Board.
- The Board will be informed on a regular basis about the implementation and progress of the Equal Opportunities Policy and Equality Action Plan.
- Members of the Board will be expected to champion the Equal Opportunities Policy and Equality Action Plan.

Physical Environment

Studio Wayne McGregor is committed to ensuring that all employees are able to work effectively and to the best of their abilities.

Studio Wayne McGregor will make reasonable adjustments for a disabled job applicant or disabled staff member if any feature of our physical environment puts the disabled person at a substantial disadvantage.

Some examples of reasonable adjustments the company could make are:

- Altering someone's working hours
- Acquiring special equipment or modifying existing equipment
- Allowing absences during working hours for rehabilitation, assessment or treatment
- Supplying additional training
- Providing additional supervision and/or support where organisational capacity allows
- Making physical adjustments to premises.

If such adjustments are not immediately affordable, Studio Wayne McGregor will investigate funding options for adaptations and if possible offer suitable alternative arrangements as an alternative, agreed with the employee.

Artistic Programming

In planning and programming its artistic activities and projects, Studio Wayne McGregor aims to offer dance to people of all ages and abilities. Studio Wayne McGregor strives to encourage involvement and participation in dance by all sectors of the community. Studio Wayne McGregor will, whenever possible, develop its own programmes and projects while also working in partnership with other organisations.

Studio Wayne McGregor's programming and project work will:

- Reflect positive images of cultural diversity
- Offer and support specialist programmes to make dance more accessible to specific groups of people
- Provide examples of artistic excellence
- Challenge negative and stereotypical images of dance and dancers

Access and Audience Development

Access

Studio Wayne McGregor will develop its education, community and outreach programmes to serve people of all ages and abilities. Studio Wayne McGregor will attempt to make dance accessible to people of all abilities through a range of resources, policies and programmes.

Studio Wayne McGregor aims to:

- Ensure that its activities take place in buildings and environments that are welcoming, friendly and physically accessible.
- Prioritise work in communities which, for a variety of economic, social, physical and geographical reasons, have less access to dance.
- Encourage the promotion and support of dance in venues and organisations that are accessible to audiences and performers.
- Include clear access information on all relevant publicity and marketing materials.

- Ensure, when resources allow, that all written, visual and audio resources can be made accessible in a range of formats.
- Conduct client surveys and evaluations on a regular basis.

Audience Development

Studio Wayne McGregor will:

- Support audience development through a range of education and outreach work.
- Consult with local and regional communities, organisations, funding bodies representative of ethnic and cultural groups to maximise the range of opportunities available to audiences.
- Work in partnership with local, regional and national organisations and representatives of all sections of the community to develop joint projects and marketing initiatives.

Implementation and Monitoring

All members of staff have a responsibility to understand and implement this policy at a level and manner appropriate to their work.

This policy and related plans/targets will be reviewed annually and reported on, at Company Board meetings.

Equal opportunity monitoring may involve:

- The collection and classification of information regarding ethnic/national origin and sex of applicants and current employees
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants
- Recording recruitment, training and promotional records of all employees, the decisions reached and reasons for those decisions

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

This Equal Opportunities Statement is a working document that provides a framework in which Studio Wayne McGregor will carry out all its activities. To ensure that this policy is consistently applied, the work and activities of the company will be monitored and reviewed in the context of this statement which will be revised as and when necessary.