



Equality Diversity Inclusion Policy

2021- 2024

Movema is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our organisation to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing services through world dance activities is also committed against unlawful discrimination of customers or the public.

THE POLICY PURPOSE IS TO:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

PROCEDURE

Movema aims to ensure equality of opportunity in the recruitment and terms of engagement of artists, staff, freelancers, volunteers and participants, to include:

- Job descriptions, advertising, selection and induction.
- Appraisal, grievance and disciplinary procedures.
- Training and professional development.

PRINCIPLES

Movema believes that everyone has the right to work, do business and participate in social activities in an environment free of discrimination and harassment.

Movema will endeavour to use venues for performances that have access and facilities for disabled patrons and where possible, workshops should be held in venues that are easily accessible. Movema maintains a fair pricing policy. The company's current education policy is that dance should be accessible to all, regardless of age or ability. Workshops and Schools Residencies are designed to meet the needs of all people including those with physical and/or learning difficulties and varying ranges of dance ability.

The company adopts research into models of good practice, keeps pace with equal opportunity, health & safety, child protection, diversity, disability and access legislation and debate, and reviews its written policies on a continuing basis.



Freelance teachers

are selected by attending an invited teaching audition and interview.

Teaching artists are requested to send the company an up to date CV, enhanced DBS certificate and public liability insurance with a covering letter detailing their reasons for applying and suitability, applicants will be invited according to this and previous experience and training. Applicants will be asked to teach a pre-selected group of people by leading a creative task.

External choreographers

will be selected for their artistry and creative processes to create works that are accessible and marketable. Choreographers are recruited using Arts Council England recommendations where appropriate.

Company members (dancers)

are selected by audition and interview. Applicants will be invited to audition according to their ability to answer why they have applied for the post, previous experience and training. During the audition dancers are taught a technique class and a selection of the company's repertoire and given a creative task. Each dance artist is selected for their specialist skill and knowledge.

Additional artists

are sought on a project basis, e.g. costumes, lighting designers, music and film-making. Costume designers and music composer/producers will at first be the responsibility of the choreographer, if they usually use specific collaborators. If no such relationships exist or are appropriate, the company will, in consultation with the choreographers, advertise through the processes detailed above. Additionally, recruitment may also involve advertising each position in areas relevant to each discipline i.e. art/design colleges, specialist press, etc.

POLICY STATEMENTS

Equal opportunities

Movema will ensure equal opportunities for all artists, employees, job applicants, students, clients and customers irrespective of race, nationality, gender, marital status, sexual orientation, disability, physical characteristics, health, religion, belief, socio-economic background, parental status or age (subject to student age groupings and retirement conventions).

Racial equality

Movema will ensure equal opportunities for all employees, job applicants, students, clients and customers irrespective of culture, skin colour, nationality, or ethnic background. Movema values a diverse customer base and the individuality and creativity that every employee potentially brings to the workforce.

Harassment

Movema is committed to promoting a good and harmonious working environment where every



employee is treated with respect and dignity. No one should feel threatened intimidated or degraded on the grounds of race, nationality, gender, marital status, sexual orientation, disability, physical characteristics, health, religion, belief, socio-economic background, parental status or age. This policy also covers harassment that falls outside the above categories and that can be classed as bullying.

PARTICIPATION

Movema has a creative communities and young people strand that is truly inclusive; that understands, appreciates and values the diversity of each individual and incorporates measures that make people feel valued and able to participate and achieve their full potential. Movema dance classes encompass one - off workshops, intensives, weekly classes, residencies any other form of participation or learning (herein referred to as workshops). Workshop leaders will endeavour to communicate clearly and actively create a positive, inclusive atmosphere, based on respect for people's differences and show commitment to challenging and preventing discrimination.

Movema aims to ensure that workshop design and delivery are informed by best practice, that a developed and co-ordinated provision for quality learning in terms of location and workshop times maximises the possibilities for participation. This best practice will increase the company's profile in the region and nationally, in turn allowing Movema to reach a wider number of participants.

ACCESS TO POLICY

This policy will be made available to all artists, employees and job applicants through being included in induction material and application packs. Current and prospective students and funders will also be informed and sent copies if requested. The policy is available on our website.

ASSESSMENT AND MONITORING OF POLICY

Movema will review and update the policy to ensure it is in line with UK legislation. The effectiveness of this policy will be reviewed and in consultation with its board of directors and amended where appropriate.

ALLEGATIONS INVOLVING MEMBERS OF STAFF

Any proven allegation of misconduct may result in the dismissal of the member of staff or appropriate alternative disciplinary action.

ALLEGATIONS REPORTED BY MEMBERS OF STAFF

All allegations made by staff will be treated with the highest level of discretion and where appropriate an impartial third party will be invited to assess allegations. Company procedure of one verbal warning and two written warnings before dismissal (unless in the case of gross misconduct) will be followed to ensure allegations are dealt with fairly, the final decision resting with two members of the board of directors one of whom will be the chair.

COMPLAINTS

Employees or clients who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through a meeting with the Programme Director & or Board of Directors. All complaints will be dealt with seriously,



promptly & confidentially. In addition to our internal procedures, employees & clients have the right to pursue complaints of discrimination to an industrial tribunal. Employees & clients wishing to make a complaint to a tribunal would be required to raise their complaint to the Programme Director & board of Directors first. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will result in disciplinary action & may warrant dismissal.

MONITORING, EVALUATION, AND IMPROVEMENT

The make - up of the entire organisation will be constantly monitored to ensure all members are being treated in accordance with this and other policies. Analysis will be undertaken to assess equal opportunities and race equality across the company and areas for improvement will be identified in annual self-assessment documents. Improvement will be incorporated in the strategic plans for the company.

COMMITMENT TO:

- Encourage equality, diversity, and inclusion in the workplace as it is core to our mission, good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes all employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and any others during the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).



- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The Equality, Diversity and Inclusion policy is fully supported by the board, directors and senior management and has been agreed with all employee representatives, freelancers and volunteers.

Details of the organisation's grievance and disciplinary policies and procedures can be found as part of Movema's Staff Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.