

ENGLISH TOURING OPERA

EQUALITY POLICY 2018-22

This policy has no contractual effect and may be amended from time to time.

KEY DEFINITIONS

- "DISCRIMINATORY OR DEGRADING BEHAVIOUR" = The Equality Act 2010 provides definitions of "discrimination", "supplementary discrimination" and "prohibited conduct" relating to the "Protected Characteristics" set out below. In this Policy these are referred to collectively as "discriminatory or degrading behaviour".
- "DIVERSITY" = Where many different types of people are included. (*Source: Equality & Human Rights Commission*)
- "EQUALITY POLICY" = A statement of an organisation's commitment to the principle of equality of opportunity [in the workplace]*. (*Source: Equality & Human Rights Commission*) * *The square brackets around the reference to "workplace" are added by ETO to indicate that its Equality Policy takes a broader view and encompasses not just equality of opportunity for our staff and the freelancers who work with us but also relates to the opportunities we provide for participants in / audiences for our activity and those who volunteer with us.*
- "ETO BOARD" = ETO's Trustees.
- "ETO SENIOR MANAGEMENT" = The General Director and General Manager.
- "ETO STAFF" = In the context of this Policy this includes all permanent Staff, interns, trainees, volunteers, singers, musicians, conductors, actors, stage management, creative artists and production / technical team members irrespective of the terms of their employment, engagement or association.
- "ETO" =When used in the policy this refers to ETO as an organisation.
- "PROTECTED CHARACTERISTICS" = The Equality Act 2010 establishes a number of "Protected Characteristics" which it defends against discrimination. These are as follows: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

INTRODUCTION

This Policy sets out:

- English Touring Opera's commitment to promoting equality of opportunity for members of our diverse society.

- our specific commitment to promoting respect for the “Protected Characteristics” established in the Equality Act 2010 (see above) with the supplementary Characteristics identified in Section A Clause 2 below.
- our intention to reflect these commitments in all aspects of our activity.
- our expectation that all members of Staff will abide by the Policy and contribute to implementing the Equality & Diversity Action Plan that accompanies it.
- details of who will be responsible for monitoring this policy’s effectiveness.
- details of how breaches of this Policy will be addressed.

In parallel and in support of this Equality & Diversity Policy, ETO will set an Equality & Diversity Action Plan each Spring outlining specific objectives for the year ahead.

The Policy and the Plan will be subject to annual review by the Board. A progress report will be made to the Board and to ETO’s major funders Arts Council England as part of the ACE Annual Survey submitted by all National Portfolio Organisations.

Background

As well as referring to the Equality Act 2010, ETO’s Equality & Diversity Policy is informed by:

- Arts Council England’s publications *Beyond Cultural Diversity: the case for creativity* and its online guide *What is the Creative Case for Diversity?*
- Online Guidance from the Equality and Human Rights Commission
- Guidance from those with expertise in promoting equal opportunities specifically within the theatre industry – notably the Independent Theatre Council
- Discussion within English Touring Opera’s Board and Staff

WHO IS RESPONSIBLE FOR THIS POLICY?

This Policy is the joint responsibility of the ETO Board, ETO Senior Management, and all ETO Staff.

The ETO Board and ETO Senior Management Team are responsible for devising the Policy, monitoring its effectiveness and approving formal revisions as necessary.

The ETO Board, ETO Senior Management Team and all ETO Staff are responsible for familiarising themselves with the terms of the Policy, abiding by it and implementing it.

Any ETO Staff member may propose revisions to the Policy for consideration by the ETO Board and the ETO Senior Management Team.

The General Manager is the person responsible for ensuring a) awareness of the Policy across the organisation and b) regular reviews take place.

A. POLICY STATEMENT

1. ETO is committed to promoting opera as an activity for all.
2. As part of this commitment, ETO aims to ensure that all job applicants, ETO Staff and participants in ETO’s activities are treated equally and encouraged to develop and maximise their true potential regardless of their:

Age
Disability

Marital status
Nationality
Pregnancy and maternity
Race or ethnic origin
Religion or belief
Political views*
Sex or gender (including gender reassignment)
Sexual orientation
Social class*
Spent criminal behaviour*
Trade Union membership*

** This list is based substantially on the Protected Characteristics established in the Equality Act 2010. Additional Characteristics ETO seeks to protect are asterisked.*

3. In addition, ETO aims to ensure that all participants in / audiences for ETO's outreach and artistic work are treated equally regardless of their:

Background
Education

4. ETO will not tolerate discriminatory or degrading behaviour towards any member of its Board or Staff.
5. ETO will not tolerate discriminatory or degrading behaviour perpetrated by any member of its Board or Staff - whether directed at any other member or towards its partners, audience members or the general public.
6. Alleged instances of discriminatory or degrading behaviour will be addressed using the company's established Disciplinary & Grievance Procedure.
7. ETO will not discriminate against disabled persons and will try to ensure that no disabled persons are at a disadvantage with regard to any of the opportunities it offers. Where it is established that a disabled person is at a disadvantage, ETO will endeavour to remove the disadvantage.
8. ETO will review this and its related Policies and Procedures regularly. Related Policies and Procedures include:

Safeguarding Policy;
Data Protection Policy;
Disciplinary & Grievance Procedure;
Induction of Office-based Staff;
Induction of Board Members;
Training.

B. MANAGERIAL RESPONSIBILITY

1. ETO's Equality & Diversity Policy will inform its management practice in all aspects of its activity.
2. In particular, the Board and Senior Management Team will lead by example in treating all Staff, partners, audience members and members of the general public fairly and with respect. They will not tolerate discriminatory or degrading behaviour.

3. ETO Senior Management will ensure that in planning ETO's activity all staff consider the diverse communities the company serves and how it can respond to their different needs.
4. ETO will monitor the composition of its Board and Staff and its audience profile in as much detail as possible a) given the data available and b) while avoiding any unwelcome invasion of privacy.
5. Sensitive information ETO may hold relating to Protected Characteristics will be rendered anonymous and will remain strictly confidential in accordance with its Data Protection Policy.
6. The above monitoring activity will be used to measure the company's performance in promoting equal opportunities for all to access our work or / and to fulfil their potential as arts practitioners (including technical and production staff) or administrators. Progress will be reported annually and the Equality and Diversity Action Plan that accompanies this Policy will be updated as appropriate, setting objectives for the following year.

C. EXECUTIVE RESPONSIBILITY

1. The General Manager has specific responsibility for ensuring that:

all ETO Staff are aware of this Equality & Diversity policy;
proper records documenting our Equal Opportunities compliance are maintained;
grievances concerning discriminatory or degrading behaviour are dealt with properly, fairly and as quickly as possible;
an Equality and Diversity Action Plan accompanying this policy is formulated and implemented, then reviewed and updated regularly in consultation with the Board and Staff.

2. Once approved by the ETO Board, all current ETO office-based Staff will be made aware of it. An electronic copy will be kept in a common-access central computer drive and all future employees will be required to familiarise themselves with it. Key terms of the Policy will be included in the welcome pack distributed to all Tour Staff at the start of each tour.

D. STAFF RESPONSIBILITY

1. Whilst responsibility for creating the right environment for ETO staff actively to promote equality of opportunities, to respect and respond to diversity and to avoid discriminatory or degrading behaviour rests with the ETO Board and ETO Senior Management, the attitudes of ETO Staff are crucial to the successful operation of this Policy. In particular, all members of ETO Staff should:

comply with the Policy;
treat others fairly and without prejudice;
promote a positive working environment where all can feel valued, realise their potential and encourage others to do so;
avoid discriminatory or degrading behaviour in their day to day activities and not tolerate it from others;
inform their line manager if they become aware of any discriminatory or degrading behaviour.

E. EFFECT OF BREACH

1. Any failure to comply with this Policy will be considered within the framework of ETO's Disciplinary and Grievance Procedure.

F. LEGAL LIABILITY

For the avoidance of doubt, notwithstanding ETO's Company Policy as set out above and the responsibilities it places on the Board, Senior Management and Staff in the context of their work for ETO, individual members of ETO's Board, Senior Management and Staff are individually, legally liable if in the course of their work they:

commit an act of unlawful discrimination;
induce or attempt to induce another person to commit an act of unlawful discrimination;
help someone else to commit an act of unlawful discrimination;
victimise a person for asserting or seeking to assert their rights under Race Relations Act, Sex Discrimination Act, Equal Pay Act, Disability Discrimination Act, Employment Equality (Sexual Orientation) Regulations, Employment Equality (Religion or Belief) Regulations or Employment Equality (Age) Regulations.

J-EFS

26/01/2016 (last review)

RE-ADOPTED: 27.01.2017

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Jane-Eve Straughton