



Equal Opportunities Policy

Statement of Intent

We fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community. We recognise that we live in a society where discrimination still operates to the disadvantage of many groups of society. We have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

Policy

This document has been prepared to set out Now In A Minute Theatre's commitment and as a statement of its intent. The Policy will be reviewed annually to ensure effective implementation.

Now In A Minute Theatre is an Equal Opportunities Organisation. It is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access them.

Now In A Minute Theatre will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, staff member or volunteer who considers that they are suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.

The Management Committee will bring to the attention of all members, staff and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.

The Management Committee shall have responsibility for the operation of the Policy. However, all staff, volunteers and members have a duty to do everything they can to ensure that the Policy operates in practice.

Code of Conduct

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, religion or age.
- Our company will strive for equality of opportunities for all job applicants, prospective employees and current workers.
- The following terms are defined at the end of this document: bullying, harassment and victimisation.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is deemed derogatory.
- No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, religion or belief, sexual orientation and pregnancy/maternity.
- Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with the organisation and behaviour of this type may lead to expulsion from the organisation. Incidents of harassment will be taken seriously.

If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:

1. The person in question will be requested to attend a meeting of the full Management Board to explain their actions
2. In the case of a volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
3. In a case involving a member of the organisation, membership to the organisation may be withdrawn.
4. Any directly involved person has the right to appeal against a decision made by the management committee who will consider that appeal before a decision is made and that decision will be final.

Last reviewed by board: 07/07/2021

To be reviewed next on: 07/07/2022