



## EQUALITY AND DIVERSITY POLICY POLICY

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## **POLICY INTRODUCTION**

1. The Miller Centre recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Miller Centre and its members to utilise the skills of all volunteers. It is the aim of The Miller Centre to ensure that no member, volunteer or applicant receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.
2. Our aim is that our members will be truly representative of all sections of society and each person feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in The Miller Centre.
4. All members and volunteers will be treated fairly and with respect. Selection for any participation will be on the basis of aptitude and ability. All members or volunteers will be helped and encouraged to develop their full potential and the talents and resources of the members will be fully utilised to maximise the efficiency of the organisation.
5. Our members will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Miller Centre's services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

## **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our members are recognised and valued.
- Every member is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Development and progression opportunities are available to all
- To promote equality in The Miller Centre which we believe is good practice and makes sense.
- We will review all our volunteer practices and procedures to ensure fairness.

- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the Trustees and Officers.
- The policy will be monitored and reviewed annually

### **DEFINITION OF TERMS**

- The Miller Centre - For the purpose of clarity within this policy, trustees and members of The Miller Centre Theatre Company, and members and officers of The Miller Centre Club shall hereafter be referred to collectively as 'The Miller Centre'.
- Trustees – elected individuals on The Miller Centre Theatre Company chair committee, and The Miller Centre Club
- Members – refers to any person who holds a current paying membership to The Miller Centre
- Officers – patrons of The Miller Centre Club

### **RESPONSIBILITIES OF THE TRUSTEES AND OFFICERS**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chair of the Miller Centre Theatre Company and The Miller Centre Club, who will ensure that all members operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Trustee / Officer will ensure that:

- all members are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Trustees and officers will be responsible for monitoring the operation of the policy in respect of members, volunteers and applicants.

### **RESPONSIBILITIES OF MEMBERS**

Responsibility for ensuring that there is no unlawful discrimination rests with all members and the attitudes of members are crucial to the successful operation of fair practices. In particular, all members should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;

- not victimise, harass or intimidate other members, patrons or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the Trustees or officers if they become aware of any discriminatory practice.

### **THIRD PARTIES**

Third-party harassment occurs where a Miller Centre member is harassed, and the harassment is related to a protected characteristic, by third parties such as customers or members of other societies. The Miller Centre will not tolerate such actions against its members, and the member concerned should inform a Trustee / Officer at once that this has occurred. The Miller Centre will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

### **RELATED POLICIES AND ARRANGEMENTS**

All other policies and arrangements have a bearing on equality of opportunity. The Miller Centre policies will be reviewed regularly and any discriminatory elements removed.

### **RIGHTS OF DISABLED PEOPLE**

The Miller Centre attaches particular importance to the needs of disabled people.

Under the terms of this policy, Trustees and officers are required to:

- make reasonable adjustment to maintain the services of a member who becomes disabled;
- include disabled people in events;
- Give full and proper consideration to disabled people who apply for membership, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to take full part in the events of the Miller Centre.

### **EQUALITY BRIEFINGS**

Regular briefing sessions will be held for trustees / officers and/or members on equality issues. These will be repeated as necessary.

Briefings will be provided for Trustees and officers on this policy and the associated arrangements.

## MONITORING

- The Miller Centre deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. A monitoring system will be introduced to ensure the effectiveness of the policy and arrangements.
- Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Miller Centre policies and services may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Miller Centre, or areas within it, are not representative, an action plan will be developed to address these issues. This will include a review of recruitment and membership procedures.

## GRIEVANCES/DISCIPLINE

Members have a right to pursue a complaint concerning discrimination or victimisation via the Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Miller Centre procedures.

## REVIEW

This policy and procedure will be regularly monitored by the Trustees of the Miller Centre Theatre Company and Officers of the Miller Centre Club and will be subject to annual review by the Safeguarding Officer

<b>Review Date:</b>	May 2018
<b>Next Review Date:</b>	May 2019
<b>Review Completed by:</b>	Pamela Cuthill
<b>Approved by Trustees of The Miller Centre Theatre Company on:</b>	June 2018
<b>Approved by Trustees of The Miller Centre Club on:</b>	June 2018

**CONTACTS**

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