



Equal Opportunities Policy

SAA-uk recognises values and celebrates diversity and the ethos of equality of opportunity of access for all. Through the provision of services we aim to create opportunities for involvement in the arts. We seek to create an environment in which respect for every individual and recognition of their skills, needs and aspirations is central.

SAA-uk will not tolerate either direct or indirect discrimination against anyone in contact with the organisation whether as a member of staff, volunteer, participant, audience member or partner organisation, on grounds of the '9 protected characteristics' defined by equality law, namely: age; disability; sex; gender reassignment; marital status; parenthood; race; religion and belief; and sexual orientation¹. In addition, '3 characteristic' as defined SAA-uk namely: a person's level of education, socio-economic background and cultural heritage².

The policy is unambiguous and applies both to the operation and internal strategies of the organisation itself. It is incumbent upon staff, volunteers and Board members to meet this policy and we will seek to work with partners with the same ethos.

Definitions

Where discrimination against any persons or groups is referred to in this policy, it shall mean discrimination in any of the below cases:

Direct Discrimination

Where an employee, applicant for employment, volunteer or member of the public has been treated less favourably than others who have been or would be in similar circumstances on grounds of; the nine protected characteristics or a person's education level, socio-economic background and cultural heritage.

Indirect Discrimination

Where a condition or requirement is applied equally but which, whether intentionally or not, is such that the proportion of any one group of a particular ethnicity, ability, age or gender protected characteristics who can comply with it is considerably smaller than the proportion of persons of another group who can comply. This condition or requirement would thus adversely affect the first group and cannot be justified.

Victimisation

The less favourable treatment of any person because he/she has brought or taken part in any proceedings under the race/sex legislation or has made an allegation of discrimination, intends to do so or is suspected of having done so.

Harassment

Physical, verbal or written attention that tends to intimidate, debase, abuse, devalue, slander, libel, intimidate or threaten another member of staff or service user or which constitutes an unwanted attention or fails to respect their rights, dignity or expressed wishes.

Discrimination by association

This will be deemed to have occurred when a person is treated less favourably because of their association with a person who manifests a protected characteristic, e.g. a participant is refused access to a performance because their child has a disability or is young.

¹ The nine protected characteristics as defined by Equality Law- Appendix 1i

² The three protected characteristics defined by SAA-uk in Appendix 1ii

Discrimination based on perception

This will be deemed to have occurred when a person is treated less favourably because of a protected characteristic that a member of SAA-uk's team thinks they manifest, e.g. if a female member of staff was overlooked for promotion because senior staff believe her to be pregnant (irrespective of whether she is pregnant or not)

Core Standards**SAA-uk is committed to:**

- opposing harassment, victimisation and prejudice
- providing diverse governance representative of the communities we serve and able to meet the future challenges of the organisation
- providing positive engagement through South Asian Arts that celebrate diversity and promote equality
- Collaborating with partner organisations to provide people from a diverse range of backgrounds the opportunity to access their services.
- encouraging children and young people to appreciate, understand and respect the characteristics of diversity
- reflect the local cultural and ethnic diversity in our organisational culture and delivery
- work towards equal access to all our services
- adhere to flexible working patterns³ within the organisation's operational needs and ensure that individual staff needs and aspirations are met and SAA-uk achieves its aspiration to be a 'family friendly' employer.
- practise equal opportunities in all aspects of our work with individuals and organisations
- ensure that all sections of the community have the opportunity to benefit from our activities
- demonstrate rejection of discrimination and a commitment to changing attitudes through using non-discriminatory language in all SAA-uk communications

To ensure adherence to this policy we will:

- monitor and evaluate induction and on-going training
- communicate our policy to all organisations with whom we work
- apply an equal opportunities code of conduct in recruitment and employment procedures
- ensure that equality issues form a key part of strategic policy
- not tolerate remarks of a nature which may be construed as discriminatory or contravening our policy
- put in place a complaints procedure relating to equal opportunities for all staff, volunteers and service users
- refer to external bodies such as the Equal Opportunities Commission to ensure that our code of conduct is in line with best practice and we remain aware of legal and contractual obligations
- comply with all relevant statutes and ensure our procedures do not contravene any aspect of European law⁴.
- regularly review the effectiveness of our policy through monitoring of employment procedures and surveys of users

Policy Statements**1. Employment**

- No present or future member of staff will receive less favourable treatment on the grounds of: the 9 characteristics or SAA-uk 3 characteristics.

³ Definition of Flexible Working Appendix 2

⁴ Sex Discrimination Act (1975); Race Relations Act (1976); Disabled Persons (Employment) Acts 1996; Equal Pay Act (1970) and Rehabilitation of Offenders Act (1970); Maternity and Paternity Rights Act (revised 2003) and European Equal Treatment Act (2004)

- Employment selection criteria and procedures will be regularly reviewed to ensure that permanent, temporary and freelance staff are selected, promoted and treated solely on the basis of their merits and abilities.
- The intention of SAA-uk is to maintain a fair working environment. SAA-uk is an equal opportunities employer in: selection and recruitment; terms and conditions of service; promotion; induction appraisals; personnel procedures; discipline and grievance procedures; termination of employment: job sharing and flexible working; staff development and training.
- SAA-uk will not tolerate bullying or harassment in the workplace. All such matters will be treated with the utmost seriousness and be dealt with under our Grievance and, if necessary, Disciplinary Procedures.

2. Provision of Service: Activities, Training and Performance

- SAA-uk will not discriminate on the grounds of: the 9 characteristics or Saa-uk 3 characteristics.
- SAA-uk will apply and promote sensitivity to special needs regarding differing abilities, physical and mental health. To these ends, appropriate staff training will be provided. All staff of SAA-uk are required by the conditions of their contracts to implement this policy.
- SAA-uk will seek to provide both discrete and integrated provision for those with disabilities to build confidence and maximise opportunities.
- SAA-uk will ensure that publicity and marketing materials are accessible by providing simple, jargon free text in a clear font and legible colour scheme.

It is recognised that from time to time particular groups of people may identify as being disadvantaged in terms of arts provision. Within the financial resources available, programmes of positive action directly related to these people will be implemented.

3. Monitoring and Evaluation

In order to monitor the effectiveness of our service delivery and implementation of the Equal Opportunities Policy (Services), we will continuously monitor and evaluate our activities with participants and audiences.

Quantitative monitoring will be carried out by means of registers, ticket sales and profile data forms inserted into programmes or given to participants.

Attendance data and course completion

Participant profiles (unattributable):

- ethnic origin
- age group
- gender
- disability
- postcode area

Qualitative monitoring:

Carried out by means of evaluation of all workshops and training activities with audiences, participants and partner organisations, evaluative summaries included in all reports to management and Board members, case studies (unattributed) gathered from individuals or teaching staff, use of a comments book.

Use of monitoring data:

- Provision of Quarterly and Annual Board reports
- Reports to funders and partner organisations
- Service review for planning and recruitment / marketing

4. Co-operation

SAA-uk will co-operate with any partner organisation in their monitoring or evaluation procedures and will freely provide agreed data, providing such data is collected and used in line with our Data Protection Policy.

We likewise expect that organisations with whom we work will be open to requests for the collection of monitoring and evaluative data and follow up surveys where appropriate.

Appendix 1**i - Definitions '9 Protected Characteristics' defined by Equality law:**

Through out this policy you will see reference to '9 protected Characteristics'. This page gives you more information on each of the nine protected characteristics.

AGE

Where this is referred to, it referred to a person belonging to belonging to particular age. (e.g 32 years old) or a range (e.g. 18to 30 years olds)

DISABILITY

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

GENDER REASSIGNMENT

The process of transition or having undergone transition from one gender to another.

MARRIAGE AND CIVIL PARTNERHIP

Marriage is defined as a 'Union between two people'
Same-sex couples can also have their relationship legally recognised as 'civil partnerships'.
Civil partners must be treated the same as married couples on a wide range of legal matters.

PREGNANCY AND MATERNITY

Pregnancy is the condition of being pregnant or expecting a baby.
Maternity refers to a period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against discriminate is 26 weeks after giving birth, and includes treating woman unfavourably because she is breastfeeding.

RACE

Refers to the protected characteristic of Race. It refers top a group people or individual defined by their race, colour, and nationality (including citizenship) ethnic and national origins.

RELIGION AND BELIEF

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g Atheism). Generally, a belief should affect your life choices or a way you live for it is included on the definition.

SEX

A man or a woman

SEXUAL ORIENTATION

Whether a person's sexual attraction is towards their own sex, that opposite sex or both sexes.

ii Definitions '3 Characteristics' defined by SAA-UK:**EDUCATION**

Where a person may or may not have a recognised qualification, but is experienced to an equivalent level

SOCIO-ECONOMIC

It is the right of every person to be able to access enjoy and participate in the arts offer.

CULTURAL HERITAGE

Where a person can freely express and enjoy their cultural interests.

Appendix 2

Definition/Options - Flexible Working:

Part-time work

Part-time work involves working fewer hours than would be considered full time. There is no particular number of hours that make someone part time or full time, but a part-time worker will usually work less than 35 hours a week.

Part-time work is the most common kind of flexible work, with about a quarter of all workers in the UK working part time (ACAS, 2010).

Part-time work is often undertaken to free time for study, training or other responsibilities such as childcare, and the majority of part-time workers are women (ACAS, 2010).

Flexi-time

Flexi-time offers employees some flexibility over the times that they work. Provided employees work core hours (often in the middle of the day or at the busiest times) they can make up their remaining hours as they choose.

Some organisations allow employees to take excess hours as additional leave (sometimes called 'flexi-leave'), although normally employees are not allowed to accrue too many hours and commonly there is a limit of one to one and a half days per month.

Flexi-time is most common in office environments.

Compressed working hours

Compressed working hours involves working different patterns of hours on different days. Commonly an employee will work longer hours over four days of the week and take a day off or half a day off one day of the week. Unlike flexi-time, the pattern of hours is fixed and agreed in advance with the employer.

Term-time working

With term-time working an employee works regular hours during school terms but takes time off over school holidays. This kind of work is common in educational environments and is often popular with parents of school-age children.

TOIL (time off in lieu)

Time off in lieu is where an employee takes time off to compensate for extra hours they have worked. It is often offered by employers instead of paid overtime. TOIL normally needs to be agreed with managers in advance.

Annualised hours

An annualised hour's contract specifies the number of hours to be worked in one year. This pattern originally developed in industries with a seasonal work flow, such as manufacturing, but has extended into retailing, financial services, and health and emergency services.

Annualised hours contracts are normally (but not always) associated with shift work. In annualised hours a worker's hours are calculated over a year. The majority of these hours are then allocated to specific shifts, but the remaining hours are kept in reserve so that workers can be called in at short notice as required.

Zero-hours contracts

Zero-hours contracts are where a worker is not guaranteed any work at all. Instead an employee agrees to work as and when they are needed by their employer.

Zero-hours contracts are common for supply teachers and bank staff in health and social care settings. This kind of work tends to appeal to people who are looking for an occasional income

V-time working

V-time working involves a voluntary reduction in hours for a fixed period with the guarantee of a return to normal hours once the period ends.

V-time working may be initiated by the employee or the employer, and is normally agreed for specific purposes, e.g. undertaking a course of study or caring for a family member.

Holiday purchase scheme

A holiday purchase scheme allows employees the opportunity to purchase an additional number of days' holiday on top of their annual entitlement. The cost of a day's holiday varies depending on a worker's salary and there is usually a limit to the number of days that can be bought.

Holiday work and work experience for students

Holiday work is commonly undertaken by students. It can be used primarily to earn money or to gain experience relevant to a future career. University careers services or job shops will often advertise vacancies and may have details of student internships or work experience opportunities in particular industries. Some opportunities may be unpaid but students should check their rights as the law is complicated in this area. Additional information is available on the work experience pages from the [National Association of Student Employment Services \(NASES\)](#) and on the [Rights for Interns](#) website.