

## **Cantoo : Equal Opportunities and Diversity Policy**

### **1. Policy Statement**

Cantoo ('the company', 'we', 'us', 'our') is fully committed to treating equally every person, group and organisation that we work with and employ. We will take all reasonable steps to provide environments in which everyone is treated with respect and dignity and that are free of discrimination and harassment.

Our vision for the development of the arts is based on equality of access and opportunity and recognition and celebration of cultural diversity and cultural democracy by:

actively promoting the inclusion of people from all social groups and backgrounds;

celebrating and valuing difference as a creative and sustaining force for our business, artistic expression and our staff.

Cantoo accepts that, in society, groups or individuals are disadvantaged or discriminated against on gender, race, colour, ethnic origin, nationality, national origin, religion or belief, political grounds, sexuality, class, educational background, marital status, age or disability. We believe that it is morally wrong to hinder equality of opportunity on these grounds and further recognise that passive policies will not in themselves provide a remedy. We are therefore committed to taking positive steps to redress discrimination and to achieve equality of opportunity in the services and programmes of work we offer; and in our recruitment and employment practices.

Our aim is to be:

- an arts organisation that meets the needs of the diverse communities we serve;
- an arts organisation that diverse communities want to work with;
- an employer of first choice.

The company is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally and we will take all reasonable steps to employ, train and promote employees only on the basis of their experience, abilities and qualifications. The company will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity. We will not condone any form of harassment, whether engaged in by employees or by outside third parties who work with the company.

We wish to be known as an organisation that ensures fair treatment and access to jobs, education / learning and fair rates of pay. This forms part of our strategy to becoming an employer and partner of choice and becoming a learning and skilful organisation capable of delivering high quality products and services.

Cantoo also has a legal obligation to comply with the principles established within current legislation and ensure that systems and procedures are in place to ensure conformity with the law

### **2. Discrimination**

It is against the company's policy for anyone who works for us to discriminate against another individual based upon a person's gender, race, colour, ethnic origin, nationality, national origin, religion or belief, political grounds, sexuality, class, educational background, marital status, age or disability. We will not condone any form of discrimination carried out by employees or third parties working with the company.

Both employees and freelance workers ('freelancers') have a duty to co-operate with the company to ensure that this policy is effective in ensuring equal opportunities and in preventing

discrimination. Action will be taken under the company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of this equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal and a freelancer's contract to be terminated.

Individuals should also bear in mind that they can be held personally liable as well as, or instead of, the company for any act of unlawful discrimination.

### **3. Harassment, Bullying or Intimidation**

It is against the company's policy for anyone who works for us to sexually harass, bully or intimidate another individual on the grounds of actual or perceived sexual orientation.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures.

It is also against the company's policy for an employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability.

Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures.

Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

Harassment occurs where a person engages in unwanted conduct which has the purpose or effect of violating the other's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the other person.

Both employees and freelance workers ('freelancers') have a duty to co-operate with the company to ensure that this policy is effective in ensuring equal opportunities and in preventing harassment, bullying or intimidation. Action will be taken under the company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful harassment, bullying or intimidation. Serious breaches of this equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal and a freelancer's contract to be terminated.

### **4. Reporting Complaints**

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against any other employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the company's disciplinary procedure.

With cases of harassment, the company encourages anyone who believes they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome. However, the company also recognises that actual or perceived power and status disparities may make such confrontation impractical.

If you wish to make a complaint of discrimination or harassment any employee should report the incident to their Line Manager. If this is not possible or you would prefer to speak to someone

else at the company, that is entirely at your discretion but we must be informed. Such reports should be made promptly so that an investigation may proceed and any action taken quickly and appropriately.

The following will then happen.

- 4.1 All allegations of discrimination or harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, the complainant will be interviewed and asked to provide a witness statement setting out the details of their allegation. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the company must be able to determine the scope of the investigation and the individual(s) against whom the complaint is made will be informed and interviewed about the allegation.
- 4.2 Once the investigation has been completed, the complainant will be informed of the outcome and the company's conclusions.
- 4.3 The company is committed to taking appropriate action with respect to all complaints of discrimination or harassment that are upheld.
- 4.4 An individual will not be penalised for raising a complaint, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

If an employee is working with someone who complains of discrimination or harassment, either against themselves or someone else working on the project, that employee should ask the complainant to report the incident to the Operations & Administration Manager at the company or anyone else they feel more comfortable speaking to. The important thing is to ensure that they report the incident to the company.

## **5. Approach**

Cantoo's values as an organisation, as well as the spirit of this policy, are articulated in the Performance Management Handbook which outlines the processes for Recruitment and Selection, Supervision and Appraisal, Salary and Pay Review, Disciplinary and Grievance.

## **6. Recruitment, advertising and selection**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the company will carry out the following, as far as reasonably practicable.

- 6.1 Draw up Job Descriptions and Person Specifications that accurately describe the skills and knowledge requirements of the required role.
- 6.2 Avoid prescribing any requirements which would exclude applicants from a particular gender, race, political or religious grounds, disability, age, sexuality, class, educational background or marital status.
- 6.3 Ensure that applications for all positions are shortlisted from a standard application form and these are presented anonymously to the people who are recruiting.
- 6.4 Invite applications from internal candidates simultaneously with external advertising.
- 6.5 Take appropriate care and judgement with regard to where to place of job advertisements to ensure we attract the widest possible audience.

The selection process will be carried out consistently for all jobs at all levels. All applications will

be processed in the same way. The staff responsible for shortlisting, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

The company also undertakes not to discriminate unfairly against any subject of a criminal records disclosure on the basis of a conviction or other information revealed. This policy details our procedure where a disclosure is required as part of the recruitment process.

With disabled job applicants, the company will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

## **7. Terms of employment, benefits, facilities and services**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of gender, race, colour, ethnic origin, nationality, national origin, religion or belief, political grounds, sexuality, class, educational background, marital status, age or disability.

## **8. Equal pay**

The company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

## **9. Deployment of the Policy**

9.1 The company will train all staff in the company's policy on equal opportunities and diversity and in helping them identify discriminatory acts or practices or acts of harassment or bullying. All staff will be responsible for ensure they actively promote equal opportunities within the company and when carrying out their roles externally.

The Company will also provide training to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment free of bullying and harassment.

9.2 Employees will be actively encouraged to determine their learning and development needs and the company will undertake to enable these wherever possible by providing funding / time to ensure that these are met in line with business priorities.

9.3 Probation, supervision, appraisal, disciplinary and grievance procedures are conducted in accordance with this policy; the Performance Handbook; and in line with the current legislation.

9.4 All reasonable steps will be taken to ensure that appropriate changes to working environment are made to accommodate the needs of disabled people.

9.5 All freelancers are given a copy of this equal opportunities policy as part of their contract with the company.

9.6 The policy document will be made available to partners, funders and other stakeholders on

request.

- 9.7 This policy is used in conjunction with the company's policy statement on the recruitment of ex-offenders.

**10. Assessment and Review**

- 10.1 An annual review of the composition of the organisation by age, gender, nationality and ability/disability will be undertaken.
- 10.2 The quality of our products and services and the extent to which project participants and beneficiaries experience inclusion and access will be monitored and measured through our evaluation and monitoring systems and processes.

Cantoo  
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