

## Equal Opportunities Policy

### **Our Policy**

Animate CIC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society.

The purpose of our Equal Opportunities Policy is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

### **Our Commitments**

We are committed to encouraging equality, diversity and inclusion to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all. This commitment includes training all our paid staff, practitioners and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

Every person who works or volunteers for Animate CIC should understand they, as well as the leadership team and Board of Directors, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, against company members, our audiences and the community.

Animate CIC will take complaints of bullying, harassment, victimisation and unlawful discrimination by any employee, volunteer or company member incredibly seriously. Such acts will be dealt with as misconduct under our grievance and/or disciplinary procedures, and all complaints will be processed in accordance with our Complaints Policy. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

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### **Our Commitments cont.**

Furthermore, complaints may result to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

We are committed to making opportunities for training, development and progress available to all company members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Our Equal Opportunities Policy is fully supported by our leadership team, Board of Directors and company members. It is the responsibility of every member of Animate CIC to encourage equality, diversity and inclusion at all times