

## Equality, Diversity, Inclusion & Justice Policy - March 2024

1. Gate Theatre Equal Opportunities Policy
2. Recruitment Processes
3. Respect at Work

### 1. Gate Theatre Equal Opportunities Policy

#### Statement of intent

At the Gate Theatre, we want to make theatre that is a vital life force in our community and are committed to promoting theatre as an activity for all, making it is accessible to as many people as possible. We believe that diverse teams make for better conversation, better insights and better work. We continually interrogate all aspects of our company to ensure we are as inclusive as we can be, both as an employer, and a place to visit as an audience.

We are committed to eliminating discrimination and encouraging diversity across all the areas of our work. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this statement, is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender and gender reassignment, marital or maternal status, race (including nationality and national origin), disability, sexual orientation, religion or age. We are also committed to promoting equality across differing socio-economic groups.

Every employee is entitled to a working environment that promotes dignity and respect to all. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of the organisation.

#### Our commitments

The Gate will:

- Create an environment in which individual differences and the contributions of all our staff are recognised and valued
- Widen our networks for recruitment, to meet and reach out to the widest possible range of candidates for every role we recruit
- Provide a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated

- Make training and development opportunities available to all staff
- View equality in the workplace as good management practice which makes sound business sense
- Review all our employment practices and procedures to ensure fairness
- Ensure that the language we use is always abreast with social change
- Regard breaches of our equality policy as misconduct which could lead to disciplinary proceedings
- Monitor and review this policy annually, and the value of this policy lies not merely in its intention but in its practical delivery

The Senior Management are responsible for implementing and monitoring the effectiveness of the policy, the Board is accountable for the policy, and it is the duty of all the staff to promote equality of opportunity. Each member of the company has responsibility for their own compliance. The Gate Theatre and its Board, both as an employer and a provider of services, has an awareness of its responsibilities under the Equality Duty 2011 and Equality Act 2010.

## **2. Recruitment Processes**

To ensure that our recruitment processes promote equality and fairness, the Gate will;

- Ensure all job postings are shared as widely as possible to meet the widest range of possible candidates
- Ensure all job postings are listed for a minimum of 3 weeks to make the application process as accessible as possible
- Post all job vacancies in larger text formats
- Allow applicants with access needs and larger travel commitments to interview via Zoom rather than in-person
- Write job applications with care and clarity, ensuring that 'essential' and desirable' skills are noted correctly to prevent barriers of application
- Interview all disabled and Global Majority applicants who meet the minimum criteria for any job vacancy
- Allow applicants to apply for roles via CV and covering letter, or in another format that suits their needs best (i.e. a video application)
- Read all applications, with a minimum of 2 members of the Gate Team shortlisting the applicants via the same scoring matrix system
- Ask all interviewing applicants for any reasonable adjustments for their interview and make these adjustments as required.
- Always send interview invitations with a least a week before the interview date, as well as providing any interview questions and task upon invitation

Please note, Equal Opportunities Forms will be used for monitoring purposes only and will not impact recruitment decision making processes.

### 3. Respect at Work

#### Our Principles

We ask everyone who works for the Gate Theatre, in whatever capacity, to uphold the following:

1. We are all responsible for creating and maintaining a safe, inclusive workplace by listening to each other, learning from each other and building relationships based on mutual respect.
2. We will respect each other's dignity, regardless of our position in the organisation.
3. We will all work in a people-centered way, with a culture of care in our practice - this means we all celebrate our differences, allow our staff to come as they are to the workplace and meet them there, and ultimately be kind to ourselves to be kind to others. A company of care creates a safer, more creative place for everyone.
4. We will all work to give and receive feedback in a constructive way, with an openness to change and an awareness that our behaviour can affect others unintentionally. We know this will improve creativity and productivity.
5. We do not tolerate bullying and harassment, including sexual harassment, and will ensure that our processes are clear, robust, and effective for the reporting and investigation of these serious issues. We ask that you report this to the Executive Director or General Manager so that we can ensure appropriate investigation and support. We understand that reporting can be intimidating, and we have a detailed policy for raising complaints, which we hope provides clear guidance in line with our commitment to embed inclusivity in everything we do.
6. We recognise that bullying and harassment can have significant adverse impacts on the productivity, long-term health and well-being of affected people and we will work to eradicate it. This will mean providing adequate protection for complainants and victims, and, where bullying or harassment is found to have occurred, taking appropriate action against bullies or harassers.
7. If anyone comes forward to report behaviour which might amount to bullying or harassment, we will endeavour to investigate objectively. Individuals who have made complaints of bullying and harassment or participate in good faith in any investigation should not suffer any form of reprisal or victimisation as a result.
8. We recognise that harassment may be unlawful under the Equality Act 2010 and may be treated as disciplinary offences.
9. Whilst under contract at the Gate, we recognise our responsibilities under all relevant legislation including the Health and Safety at Work Act 1974

## **What are Harassment & Bullying?**

The below is taken from ITC's *Bullying and Harassment Resource* seen [here](#).

**Harassment** is defined as any unwelcome behaviour that has the effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may be related to "protected characteristics" under the Equality Act 2010, i.e: a person's age, disability, gender reassignment, race, religion/ belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity or to a personal habit or characteristic. It may also be related to issues such as work status (e.g part time work), trade union membership or non-membership. Harassment can take many forms and may be directed at one person or at several.

**Bullying** is offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual employee or group of employees. Bullying may combine a variety of different approaches – it can be physical, verbal or non-verbal. It can be experienced from manager to subordinate, subordinate to manager, peer to peer, group of staff to individual. It is insidious (in other words, implied criticism rather than stated) and undermines the ability and confidence of the person on the receiving end. Such persistently negative attacks on personal or professional performance are often not apparent to anyone else.

Harassment and bullying can be evidenced in many ways including offensive emails, text or social media content, unwanted physical conduct, suggestive comments, offensive comments. Comments do not have to be directed at the victim, for example commenting on a person's partner's race or disability would be harassment. They do not have to be true, e.g: comments about a person's perceived sexual orientation could be harassment whatever their actual sexual orientation.

## **When is Behaviour Unacceptable?**

To assess whether bullying or harassment has taken place we will consider if the behaviour complained of is unacceptable by reasonable normal standards and if it is harmful or unwelcome to the person or people on the receiving end. Perpetrators may not be aware that their actions amount to harassment, but what matters is their effect. A one-off act, if serious, can amount to bullying or harassment.

- Derogatory comments, offensive language, remarks or jokes;
- Spreading malicious rumours or insulting someone
- Insulting behaviours or gestures
- Displaying offensive or suggestive literature or remarks;
- Intrusion by pestering, spying or stalking;

- Embarrassing, threatening, humiliating, patronising or intimidating remarks; unwanted physical contact;
- Physical or verbal assault, such as shouting;unwelcome sexual advances, such as touching or standing too close;
- Undermining a person’s self-esteem, for example by constantly making unfavourable comparisons with others or belittling their status;
- Deliberately undermining a competent worker by overloading or under loading them with work, and constantly criticising them;
- Excluding or isolating a colleague, not co-operating with them or victimising them;

For informal and formal procedures on how to approach harrassment and bullying at Gate Theatre, please see our Grievances Policy.

### **Our Commitment**

**We are committed to creating a safe and supportive work environment, free of discrimination, harassment (including sexual harassment) and bullying.**

If you feel at any point like the rehearsal room environment isn’t adhering to our principles, or you want to talk through any concerns or questions you might have, please feel free to call or email at any time:

Nicola Clements – Executive Director – [nicola@gatetheatre.co.uk](mailto:nicola@gatetheatre.co.uk)

Paige Evans – General Manager – [paige@gatetheatre.co.uk](mailto:paige@gatetheatre.co.uk)

Alice Linanne – Producer – [alice@gatetheatre.co.uk](mailto:alice@gatetheatre.co.uk)

For disciplinary and grievances procedures (formal and informal) and timescale of actions, please see our Grievances Policy.

This policy will be reviewed in July 2024.