



Sardines Dance Collective

Don't get stuck in a tin!

EQUAL OPPORTUNITIES POLICY

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Equal opportunities policy statement

The policy of Sardines Dance Collective is to ensure that no team member, student, young person, project participant or any person involved in programmes and events receives less favourable treatment on grounds of race, gender, age, national or ethnic origins, religion, marital or parental status, sexual orientation or disability.

Sardines Dance Collective undertakes to implement this policy through agreed action programmes, which are monitored. It also undertakes to publicise this policy, and all associated programmes, within the organisation;

Sardines Dance Collective is developing systems to support and monitor progress on Equal Opportunities with regard to:

- Project design, achievement and progression of young people & participants
- Training and promotion of project and events teams.

Sardines Dance Collective projects, programmes and events reflects cultural diversity and seeks to challenge stereotypes associated with gender, disability, ethnicity, age and sexual orientation.



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Equal Opportunities Policy Statement

The policy of Sardines Dance Collective is to ensure that no young person, student, or member of the team receives less favourable treatment on grounds of race, gender, age, national or ethnic origins, religion, marital or parental status, sexual orientation or disability.

Sardines Dance Collective undertakes to implement this policy through agreed action programmes, which are monitored. It also undertakes to publicise this policy, and all associated programmes, within the organisation; to make them known to prospective team members/staff and young people; and to declare itself an equal opportunities policy organisation in all projects, procurement, job adverts.

Sardines Dance Collective is developing systems to support and monitor progress on equal opportunities with regard to:

- achievement and progression of young people, students.
- training and promotion of staff

1. General Responsibilities

- All staff contracted are responsible for implementing this policy in so far as it relates to their role within the projects and events.
- Management Committee have a particular responsibility for promoting, developing and monitoring equality of opportunity for participants within their projects, events & programmes.
- In addition, Charlene Low - has been designated with a cross-project responsibility for ensuring equality of opportunity for all participants
- In adopting this policy the MC accept responsibility for ensuring its implementation and for ensuring that other policies and plans for the organisation and projects/events are in keeping with the spirit of the policy.



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2. Culture and Ethos

- Sardines Dance Collective takes positive action to ensure that the events/projects undertaken are within a safe and welcoming environment.
- Positive action is taken through the work to encourage young people/participants to treat one another, members of staff with courtesy and respect.
- Young people are informed, through the projects/workshops & programmes of the action they can take if they are subjected to discriminatory behaviour. They are also made aware that any behaviour on their part that contravenes Sardines Dance Collective's equal opportunities policy is considered a serious disciplinary offence.
- Language, creative material, notices and displays are monitored and offensive material and graffiti removed or dealt with through Sardines Dance Collective's MC and Steering group.

3. Publicity

- All publicity materials aim to present a positive image of Sardines Dance Collective and its young people/participants and partners of the events/projects as a diverse community where each individual member is valued. Any images used reflect this diversity and the accompanying text strives to be accessible to all.
- Publicity materials and events may be targeted at groups which are underrepresented either in the organisation as a whole, or for particular events/project and programmes.
- The images used in publicity material reflect and celebrate the diversity of the participants and teams involved and avoid stereotypes.
- Language should avoid bias and be accessible and appropriate for the intended client group.
- Publicity material and programme information is translated into community languages as appropriate.
- Publicity material and programme information is distributed to all partner schools (including special schools), partner organisations, community associations and other local organisations as appropriate.



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4. Learning Materials

- Learning materials and strategies reflect and promote equal opportunities.
- Any teaching materials are considered in the broadest sense, including handouts, letters, programme information, displays, etc.
- Sardines Dance Collective & steering group & partners involved in projects and events monitor the appropriateness of their materials to ensure that:
 - they do not present stereotypical images of particular groups
 - they are sufficiently differentiated to allow all young people/project participants to achieve their full potential
 - they do not assume common understanding and cultural values
 - they draw on different cultures and reflect the diverse communities which the organisation/project and events serves
 - they are clear and accessible.
- Sardines Dance Collective monitors learning materials as part of their evaluation/self-assessment. The MC also review learning materials and resources used.

5. Achievement & participation

- Sardines Dance Collective monitors achievement through their project and events evaluation system and produce reports, feedback from teams involved that analyse achievement and participation by gender, ethnicity, disability, age.

6. Progression

- Sardines Dance Collective ensures where possible that participants have access to appropriate progression information in the arts and subject areas investigated through projects and events.
- Appropriate advice in arts, health, education is given as part of final sessions with groups or through various leaders of groups involved. Individual sessions can also be given in person, in writing or via the internet



7. Recruitment of Staff

- All procedures associated with recruitment and selection aim to ensure that there is no unlawful discrimination against any applicant for any position.
- Information gives applicants sufficient information on which to base their application and encourages and allows them to present relevant information about themselves.
- Freelance contracts, applicants are invited to complete a monitoring form and the resulting statistics are analysed on a regular basis.

8. Conditions of Service and Grading

- Procedures for determining the grading and/or remuneration of any post of postholder are based on clearly defined and non-discriminatory criteria.

9. Staff Conduct and Disciplinary Procedures

- The rules and expectations concerning staff conduct are based on the needs of the organisation on a project, programme or event basis and should not place any group or individual at a disadvantage.
- Discrimination or harassment by employees/freelancers or any staff is a disciplinary offence and the organisation's disciplinary procedure applies.

10. Staff Development

- Staff development is designed to ensure that access to appropriate staff
- development is available for all groups of staff involved that meets the needs of a particular project, programme or event.
- Equal opportunities development is an explicit criterion for all staff development.



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11. Grievance Procedure

- Staff are advised of the organisation's grievance procedure and encouraged to use it if they experience discrimination or harassment at during their contract, in place of work.

12. Staff with Disabilities

- Sardines Dance Collective recognises its obligation under the Disabled Persons (Employment) Act to try and ensure that its workforce contains people who are registered disabled. It is committed to developing good practice in the employment of people with disabilities, registered or otherwise.
- Where applicants for posts, or existing employees, with disabilities require aids, adaptations, training or other facilities to enable them to perform their duties successfully, the organisation endeavours to provide such requirements.

