

Lighthouse Arts and Training Ltd

Equality and Diversity Policy

Equality and Diversity Statement:

Lighthouse is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. Lighthouse is opposed to all forms of discrimination, direct or indirect, and is continually striving towards equality in work practices. In the implementation of this policy Lighthouse will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, disability, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for users and staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- wherever reasonable and practicable, promote flexible working hours and home working opportunities
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment and wherever practicable ensure individuals experience a level playing field for accessing opportunities
- promote greater participation of under-represented groups of users and staff by considering positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff, users and visitors.

1 General

- 1.1 Lighthouse is committed to making its activities and facilities as accessible as possible to groups and individuals that have traditionally been denied access to such facilities.
- 1.2 Lighthouse will not tolerate any unfair discrimination against any member of staff by any other employee or other persons contracted by the company.
- 1.3 It is the duty of all Lighthouse employees and contracted freelancers to accept responsibility for the practical application of the policy but at the same time Lighthouse acknowledges that specific responsibilities fall upon the Chief Executive and Board of Trustees.
- 1.4 Lighthouse will consider the use of legally acceptable "positive action" measures to work towards a culturally, ethnically and otherwise diverse staff and volunteer team where this is felt appropriate, where these are sanctioned under current employment legislation.
- 1.5 Lighthouse will make available, where possible, training for all its Board members, staff and volunteers in all areas of Lighthouse's Equality and Diversity Policy. In particular we will seek to ensure that all staff are sensitive to discrimination and are able to avoid attitudes and practices which are based on generalisations about particular groups.
- 1.6 Lighthouse will ensure that it adheres to all aspects of the Disability Discrimination Act 1995, the Race Relations Act 1976, the Race Relations (Amendment) Act 2000 and the Race Relations Act 1976 (Amendment) Regulations 2003.
- 1.7 Lighthouse will monitor and review its Equality and Diversity Policy through its Board of Trustees.

2 Recruitment & Selection of Staff

- 2.1 All recruitment of personnel is the responsibility of the Chief Executive who works in conjunction with the appropriate senior staff and Board members.
- 2.2 When a post becomes vacant, the Chief Executive will review that area of work in conjunction with the Board. If a job description already exists, the post is a new one or has significantly changed, then it will be checked to ensure it contains no indirect discrimination. The Chief Executive will draw up a person specification listing essential and desirable criteria and this will form the basis of the advertisement and questions asked at the interview stage.
- 2.3 All permanent posts will be advertised as widely as possible. All permanent posts will be advertised locally and any senior posts nationally. In addition, the following options will be considered and appropriate choices made in channels of publicity: ethnic minority group newsletters, local job centres, disability bulletins and press, lesbian and gay group newspapers. The advertisement will be based on the job description.
- 2.4 Applicants will either be asked to fill out a standard application form with specific questions relating to the job description changed as appropriate or they will be asked to submit a letter of application detailing how their skills and experience match each of the essential requirements in the person specification. Applicants will also be asked to complete a separate Diversity Monitoring Form for details of sex, race and disability. These forms will not form any part of the decision-making process.
- 2.5 The Chief Executive and an appropriate senior member of staff and/or board member will do short-listing. They will assess each application

against the person specification. Additionally, reasons for short-listing and rejecting candidates will be recorded.

2.6 Interview panels will be kept to a minimum with consideration to the proper balance of representation. The panel will always consist of the Chief Executive, an appropriate senior member of staff and/or board member. Experts from outside the organisation may be invited to join the panel if and when appropriate.

3 Recruitment & Selection of Project Participants, Bursary Award Recipients and Commissioned Artists

3.1 All recruitment for Lighthouse production and training work is the responsibility of the Chief Executive in conjunction with the relevant Project Manager and, where appropriate, outside practitioners and/or professionals.

3.2 For all bursaries, commissions and other competitive entry opportunities, a project specification and selection criteria will be drawn up by the Chief Executive and relevant Project Manager which reflects the concerns of the project. This will form the basis of the advertisement and any questions asked at the interview stage.

3.3 Lighthouse sets targets for attracting a diverse range of applicants for its projects and ensures that information about Lighthouse bursaries, commissions and other opportunities is circulated as widely as possible in its endeavour to meet those targets.

3.4 Selection panels for all projects will be kept to a minimum with consideration to the proper balance of representation. The panel will consist of the Chief Executive and the relevant Project Manager. Outside practitioners and/or professionals from other organisations may be invited to join the panel if and when appropriate. Selection will

be based on relevant criteria set at the start of the project and will reflect the projects concerns.

- 3.5 Lighthouse will consider the use of legally acceptable “positive action” measures to work towards diversity of project participants where this is felt appropriate and where these are sanctioned under current employment legislation.

4 Provision of Services

- 4.1 Lighthouse will seek to ensure that all facilities, services and activities are provided on an Equal Opportunities basis for all the people we serve.
- 4.2 Lighthouse aims to devise projects, fundraise for projects and market projects which provide specific groups, who are often discriminated against or who are under-represented within our activities, with media production and training opportunities.
- 4.3 Lighthouse will endeavour to provide the best access possible for all groups throughout its range of activities and in particular, to make provision for people with disabilities.

5 Access and Disability

- 5.1 Lighthouse will give equal opportunities to applicants with disabilities, provided they are able to fulfil the requirements of the position. While we recognise that there may be some restrictions that apply to specific disabilities Lighthouse will adopt as flexible an approach as possible and seek to make reasonable adaptations to its facilities to accommodate the needs of disabled people. We are open to new ideas and suggestions on the best way to accomplish this and will seek to raise funding for any adaptations or changes needed.

5.2 Lighthouse will ensure adequate physical access to its premises in the interests of offering equal opportunities to people with physical disabilities.

6 Conditions of Service

6.1 It is Lighthouse policy that all members of staff are employed with appropriate conditions of service.

7 Grievances

7.1 If any member of staff considers that they are suffering from unequal treatment they may make an appropriate complaint which will be dealt with along the grievance lines stated in our policy document.