



Creu Cymru equality, diversity and inclusion policy

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1. POLICY STATEMENT

In line with Government's Equality Act 2010 which promotes a fair, equal and diverse society, it is the policy of Creu Cymru to ensure that no job applicant, employee or member receives less favourable treatment on the grounds of Race, Disability, Sex (Gender), Age, Sexual Orientation, Religion & Belief, Gender Reassignment, Marriage & Civil partnership, and Pregnancy & Maternity nor of part-time or fixed term contract status. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

Creu Cymru is committed to encouraging equality, diversity and inclusion among our workforce and membership, and eliminating unlawful discrimination. 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.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time and membership organisations
 - 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
- 1.2 Creu Cymru recognises that adhering to the Equality, Diversity and Inclusion Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Creu Cymru recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- 1.3 The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- 1.4 All employees of the organisation will be made aware of the provisions of this policy.

2. AIMS

The aims of the policy are to ensure that:

- The terms and conditions of employment of all staff are fairly and consistently applied.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this will be clearly stated.
- no job applicant existing employee will receive less favourable treatment on the grounds of Race, Disability, Sex (Gender), Age, Sexual Orientation, Religion & Belief, Gender Reassignment, Marriage & Civil partnership, and Pregnancy & Maternity.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.
- to eliminate discrimination in its own policies and practices and in those areas over which it has influence.
- Applications from certain protected characteristic groups may be actively sought as part of a wider campaign to widen the diversity of the staff team and provide a balanced representation of society as a whole

3. RESPONSIBILITIES

- 3.1 CC recognises that as an employer, it can be a significant force in bringing about change through its contact with the community it serves.
- 3.2 The CC Management Committee members, in their role as employers, will be made aware of their responsibilities in respect of equal opportunities.
- 3.3 CC Officers with management responsibility will be responsible for ensuring that the policy is implemented and maintained on a day to day basis.
- 3.4 Each employee has a duty both morally and legally not to discriminate unfairly against individuals or disadvantaged groups.

- 3.5 All current employees of CC will be provided with a copy of the policy and prospective employees will be made aware of the existence of the policy through information contained within the recruitment literature provided to each candidate.
- 3.6 Newly appointed employees will receive a copy of this policy with their contract of employment.

4. RECRUITMENT AND SELECTION

4.1 Advertisements

- 4.1.1 All advertisements will include a statement to the effect that CC is an Equal Opportunities Employer.
- 4.1.2 CC will ensure that it meets the needs of equal opportunities in its advertising procedures.
- 4.1.3 All advertisements will state that the information is available in different formats if required.

4.2 Job requirements

- 4.2.1 Standard application forms will be used in all cases to ensure that all applicants have the facility to offer themselves for employment in a uniform manner. Application forms will be available in accessible formats if the standard form is not e.g. in word documents and not only PDF's, or in larger print.
- 4.2.2 All applicants will be provided with clear and accurate information concerning the duties of the job and details of where they will be expected to work. All recruitment literature will be examined to ensure that the specified criteria are appropriate to the requirements of the job and that they do not discriminate against any particular group in the community.
- 4.2.3 Age restrictions will be avoided unless they are a material factor in the recruitment process.
- 4.2.4 Information regarding an applicant' gender and ethnic origin will only be included in a detachable section of the application form and will be used solely for monitoring equal opportunities and will not be available for short-listing purposes.
- 4.2.5 All applicants will be asked if they have any access requirements that need to be considered for them to be able to attend an interview as well as undertake the role. Can also ask if they have an access rider / statement they would like to share.
- 4.2.6 Information about where the interviews are taking place and what the access provision is will be clear

4.3 Short-listing

- 4.3.1 All applicants will be considered together and the criteria for selection applied consistently to all candidates. Each application will be considered on merit by reference to the skills, experience and, where appropriate, the qualifications necessary for the performance of the job.

4.4 Interviewing

- 4.4.1 Interviews will seek to phrase questions in a structured manner concentrating on the duties to be performed and skills required. All candidates will be asked the same questions, although relevant supplementary questions may be asked.
- 4.4.2 Questions will not be asked about the candidate's personal circumstance. In particular, questions regarding marital status, children or family commitments or domestic arrangements. Where there are special requirements attached to the job (e.g. un-social hours), all candidates will be asked whether they understand and whether they are able to fulfil the obligations of the post.
- 4.4.3 The interview panel will always contain male and female personnel.
- 4.4.4 Interviews will be conducted in an appropriate location if the candidates have informed CC of any access requirements.

5. Training

- 5.1 Employees will be provided with appropriate training regardless of Race, Disability, Sex (Gender), Age, Sexual Orientation, Religion & Belief, Gender Reassignment, Marriage & Civil partnership, and Pregnancy & Maternity.
- 5.2 All employees will be encouraged to discuss their career prospects and training needs.

6. Grievances and victimisation

- 6.1 Creu Cymru emphasises that discrimination is unacceptable conduct which may lead to a disciplinary action under the organization's Disciplinary Procedure.
- 6.2 All complaints of discrimination will be pursued through the organisation's Grievance Procedure

7. Membership and Activities

- 7.1 Creu Cymru membership is open to all theatres and arts centres, producing companies and freelancers working the performing arts in Wales. The organisation commits to:
- Encouraging equality, diversity and inclusion within our membership

- Creating an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members are recognised and valued.
- Make opportunities for training, development and progress available to all of the membership
- Monitor the make-up of the membership information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

- Monitor Creu Cymru's activities and ensure that activity is open to all and non-discriminatory.

8. Board of Trustees

- 8.1 The organisation will monitor the make-up of the Board of Trustees regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- 8.2 Applications from certain protected characteristic groups may be actively sought as part of a wider campaign to widen the diversity of the board and provide a balanced representation of society as a whole

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