

**12 MARCH 2021.**

**INK**

**(REGISTERED CHARITY NUMBER 1175770)**

**EQUAL OPPORTUNITIES POLICY**

## 1. INK

- 1.1 INK is a Charity registered with the Charity Commission with number 1175770. The running of INK and its activities is overseen by its Trustees.
- 1.2 INK aims to host an annual Festival of short plays and also runs community projects with the aim of promoting script-writing.

## 2. EQUAL OPPORTUNITIES STATEMENT

INK is committed to promoting equal opportunities and ensuring equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

## 3. ABOUT THIS POLICY

- 3.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of employment with us and the treatment of volunteers, actors, writers, artists, suppliers, trustees and those we partner in the pursuit of our aims. INK is committed to the aims of the **Equality Act 2010**.
- 3.2 **The Trustee Chair** is responsible for this policy and any necessary training on equal opportunities.
- 3.3 This policy does not form part of any contract whether employment or otherwise and we may amend it at any time.

## 4. DISCRIMINATION

- 4.1 The following forms of discrimination are prohibited under this policy and are unlawful:
  - (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic.
  - (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified.
  - (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of

violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## 5. RECRUITMENT AND SELECTION

- 5.1 Recruitment, promotion and other selection exercises will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 5.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 5.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 5.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

## 6. DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## 7. PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

**8. BREACHES OF THIS POLICY**

- 8.1 If you believe that you have suffered discrimination you can raise the matter with A Mackintosh, Chair of the Trustees who can be contact by email on [tonymackintosh@me.com](mailto:tonymackintosh@me.com)

**9. REVIEW**

The policy has been reviewed by the Management Committee on 01 March 2021

Signature:

Chair: Anthony Mackintosh

- 9.1 This policy will next be reviewed by the Trustees **on 1 March 2022.**