

# The DOT Collective

## Equality, Diversity and Inclusion policy

(updated November 2021)

**The Dot Collective (1169951)** is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. We take inclusion and diversity seriously. We know that getting this right is critical for us to live our organisation's values.

We are always trying to improve our way of working to be more inclusive and equal. Springing from our fundamental principles, this means that our organisation and the support we give to people should be impartial, neutral and universal.

We are an **anti-racist organisation**. Our vision for The Dot Collective is to be a charity where people of all ethnicities feel welcomed to work, volunteer or seek help.

The aim is for our workforce to be truly representative of all sections of society and our customers/audiences, and for each employee to feel respected and able to give their best.

The organisation - in providing services - is also committed against unlawful discrimination of customers or the public.

## Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. 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
- selection for employment, promotion, training or other developmental opportunities

## Implementation

The Chair and Board of trustees have specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality environment which is its objective.

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make charitable sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and participants are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, participants, audience members, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Employees, free lancers or volunteers who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Chair of the Board of trustees. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members

6. Incorporate equal opportunities notices into general communications practises (e.g. announcements, annual report at annual general meeting, notices and newsletters).

7. Ensure that adequate resources are made available to fulfil the objectives of the policy

8. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

9. Review employment practises and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

10. Monitor the make-up of the workforce 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.

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.

**Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed by the board of Trustees.

Signature: Robert Hickson.....  
Trustee of The Dot Collective

