



Gobo Theatre Equal Opportunities Policy

Contact Information

Gobo Theatre Foundation Limited ("Gobo") is a limited company incorporated in England and Wales under company number 07313319. Gobo Theatre Foundation is also a registered charity – number 1140695.

If you have any questions regarding how we use your Equal Opportunities, please contact us at:

Address: Harwell Village Hall, High Street, Harwell, OX11 0EX
Telephone: 07970 581924
Email: info@gobothatre.co.uk

Introduction

Gobo Theatre Foundation will observe the objectives of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970 and the Disabled Persons (Employment) Acts 1944 and 1958 and Codes of Practices drawn in accordance with such Acts.

Gobo Theatre is committed to a programme of action to make this policy fully effective with the following aims:

Recruitment

We will ensure that no employee is directly or indirectly placed at a disadvantage by requirements or conditions which are not relevant to any appointment or contract. Each job will have a Job Description and Person Specification which is not discriminatory in design. Each job will be advertised with the aim of attracting interest from the widest community.

Where a requirement or condition which cannot be justified is applied which had a disproportionately adverse effect on a particular group or groups by requesting specific qualifications which are not necessary for the effective performance of the job, this will be considered discrimination.

All adverts will carry a positive statement relating to this Equal Opportunities Policy i.e.: "We are an Equal Opportunities Employer".

Gobo guarantees an interview to all disabled applicants who meet the Essential Criteria contained within the Person Specification for each post.

Monitoring forms will be attached to all Application Forms in order to allow Gobo Theatre to monitor whether its advertising is reaching and attracting all sections of the community, especially those presently under-represented in the workforce.

Selection

The suitability of each applicant will be measured against the basic requirements

of the Job Description and the Person Specification and appointed on that basis. It will not be assumed, for example, that men only or women only will be able to do certain types of work, or that people with disabilities are restricted to a limited number of jobs.

Training

In so far as it is possible within available resources:

- Employees will be given training in Equal Opportunities in order to better understand and achieve opportunities and treatment as set out in this Policy.
- All persons responsible for recruitment and selection of staff will receive training in equal opportunities. This training will enable employees to recognise the organisations and their own legal obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disabled Persons (Employment) Act 1944 and to develop the necessary skills to translate the equal opportunities policy into practice.

Access

Gobo Theatre will work towards providing a comfortable, accessible, and appropriately equipped working environment which will facilitate employment without discrimination and will take advice from relevant organisations towards this end.

Implementation

The Foundation will delegate overall responsibility for the implementation of this policy to the Officers of the Foundation who will:

- Ensure that all employees and their trade union representatives or professional body are aware of this Policy and will consult with such bodies when appropriate concerning its implementation and seek their agreement.
- Take immediate and appropriate action in accordance with established procedures in the event of any breach. Any complaint or alleged complaint should be reported immediately to the Chair of the Trustees and the Artistic Director. Any complaint or alleged complaint regarding the conduct of the Artistic Director should be reported immediately to the Chair of the Trustees and any complaint or alleged complaint regarding the conduct of the Chair of the Trustees should be reported immediately to a Trustee.
- Arrange training and provide guidance in accordance with the Statement of Intent.
- Examine and recommend to the Foundation changes of procedures and selection structures and criteria where they are actually or potentially discriminatory.
- Regularly review the organisation's performance and targets and recommend action to the Foundation to improve these and any physical or potentially discriminating features which prejudice this policy and its implementation.

Employee Responsibility

While the ultimate responsibility for ensuring this policy is implemented lies with the Foundation, employees should accept responsibility in avoiding discrimination in any form, whether to or by others and to practice equal

opportunities by observance and encouragement.

Employees should familiarise themselves and observe the Codes of Practice based on those issued by the Equal Opportunities Commission, the Commission for Racial Equality and that of the Department of Employment (Training) on the employment of disabled persons relevant to their jobs.

In particular each of the employees should:

- Comply with measures which are introduced to make sure that there is equal opportunity and non-discrimination.
- Not discriminate, as persons responsible, either against other members of staff or in selection decisions in recruitment, promotion, transfer or training.
- Not induce or attempt to induce other employees or management to practice discrimination, for example by refusing to work with employees from any racial groups, or a person with disabilities, or express attitudes or words which would offend or reflect on any group or individual.
- Draw the attention of the Chair of the Trustees or Artistic Director to a suspicion of discriminatory acts or practices or statements both written and oral.
- Not to victimise others who have made complaints or provided information about discrimination or harassment.
- Not to harass, abuse or intimidate other employees, on any grounds, nor support others who seek to do so.
- Understand that employees who in the course of their employment are found not to have adhered to this Policy and the Codes of Practice, or have been involved in any discriminatory practice, will be considered by the Gobo Theatre to be in serious breach of the terms of their employment which will render the employee liable for disciplinary action including dismissal.

Sexual Harassment at Work

In order to provide a productive and pleasant working environment, it is important that we endeavour to maintain a workplace characterised by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.

Prohibited Activities

Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances.

Examples of prohibited sexual harassment include:

- Supervisors or managers explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision.
- Verbal or written sexually suggestive or obscene comments, jokes, or propositions
- Unwanted physical contact, such as touching, grabbing, or pinching etc.
- Displaying sexually suggestive objects, pictures, or magazines.
- Continual expression of sexual or social interest after an indication that such interest is not desired.
- Conduct with sexual implications which affect the employee's work or create an intimidating work environment e.g. the wearing of inappropriate clothing.

- Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation or promotion
Harassment by non-employees.

We will endeavour to protect employees, to the extent possible, from reported harassment by non-employees such as from visitors and other parties who have workplace contact with our employees.

Complaint Procedure

Any employee who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of their line manager or the Chair of the Trustees. Alternatively if the complaint is regarding the conduct of the line manager or the Chair of the Trustees then contact should be made with any member of the Board of Trustees. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in as confidential manner as is compatible with a thorough investigation of the complaint.

Discipline

Any employee found to have harassed another employee or applicant for employment will be subject to appropriate disciplinary procedure action, including warnings, suspension or termination of employment.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.