

Edinburgh International Festival Society

Edinburgh Festival Centre Ltd

PERSONNEL POLICIES

Equality and Diversity Policy

Our policy

The Edinburgh International Festival (EIFS) and the Edinburgh Festival Centre (EFC) are committed to encouraging equality and diversity amongst our workforce, and eliminating unlawful discrimination. It is our aim to ensure that no employee, contractor, volunteer or associate receives less favourable facilities or treatment (either directly or indirectly) at any time during their association with EIFS/EFC.

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

EIFS and EFC, in providing goods and/or services and/or facilities, is also committed against unlawful discrimination of our customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment and our associates, whether temporary, part time or full time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of ages, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

Personnel Policies: Equal Opportunities Policy Statement

- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and condition of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, request for flexible working and selection for employment, promotion, training or other developmental opportunities.

Our commitment

- Every employee is entitled to a working environment which promotes dignity and respect to all. Any form of intimidation, victimisation, bullying or harassment is unacceptable and where individual differences and the contributions of all employees, contractors, volunteers and associates are recognised and valued.

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

All employees and associates should understand they, as well as EIFS/EFC, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or association, against fellow employees, contractors, volunteers, suppliers, customers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, contractors, volunteers, suppliers, customers, visitors, the public and any others in the course of EIFS/EFC's work activities.

Such acts will be dealt with as misconduct under the EIFS/EFC's Grievance Policy and Discipline Policy and Procedures. 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.

- Encourage equality and diversity in the workplace as they are good practice and make business sense.
- Make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can fully utilised to maximise the efficiency of EIFS/EFC
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

Personnel Policies: Equal Opportunities Policy Statement

- Review employment practices, policies and procedures when necessary to ensure fairness, and also update them to take account changes in the law.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.
- Any concerns should be raised with an employee's line manager, the HR Manager or through the grievance procedure.

The law

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equality Act 2010
- Equal Pay Act 1970 (Equal Value Amendment 1984).
- Rehabilitation of Offenders Act 1974.
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999).
- Race Relations Act 1976.
- Disability Discrimination Act 1995.
- The Protection from Harassment Act 1997.
- Human Rights Act 1998.
- Part Time Workers Regulations 2000.
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003 & 2007
- Employment Equality (Age) Regulations 2006.
- The General Data Protection Regulation 2016
- Data Protection Act 2018

Personnel Policies: Equal Opportunities Policy Statement

Our Service

EIFS and EFC offer opportunities for all sections of the public to experience and enjoy the arts, as well as the facilities of The Hub.

To ensure EIFS and EFC are successful, we aim to:

- Create opportunities for senior citizens, children, students, people with disabilities, young people and unemployed people.
- Make The Hub as accessible as possible to people with disabilities.
- Train our staff to ensure that they are aware of the needs of different groups, and can give appropriate support to all of our customers.
- Ensure that all customers and clients of EIFS and EFC are treated with dignity and respect.
- Ensure that EIFS marketing staff liaise with venues to document and publicise arrangements for people with disabilities.
- Offer a programme of access performances every year, including captioned, audio described and BSL interpreted.

Monitoring

- There will be the routine collection and analysis of anonymised equalities information to keep under review the treatment and equality of opportunity of different groups.
- The anonymised information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- In undertaking any monitoring we fully comply with Data Protection Law, including the GDPR and Data Protection law 2018.

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