

**Clonter
Opera
Theatre**

Trap Road
Congleton
CW12 2LR

CFMT:

01260 224514

Email :

development@clonter.org

Web Site:

www.clonter.org



Equality and Diversity Policy

CONTENTS

Policy Statement	Page 3
Policy development, governance and decision making.	Page 4
Codes of Conduct	Page 5
Codes of Conduct (form to sign)	Page 7

CLONTER OPERA THEATRE CLONTER FARM MUSIC TRUST (CFMT): Equality and Diversity POLICY STATEMENT

Introduction

Clonter considers diversity to be an enriching and vital part of our programming, moving our practice forward, providing exciting and stimulating work of a very high standard for our audiences. We want to recruit and develop the most talented people and ensure that we make the best use of their talents. All employees whether they are part-time, full time, volunteers or temporary will be treated equally and with respect. Candidates selected for employment, promotion, training or any other benefit are selected on the basis of aptitude, talent and ability regardless of their background.¹

Statement

We recognise that in striving to be an Equal Opportunities organisation we :

- Ensure that no member of staff, Board member, volunteer, audience member is subject to unlawful discrimination.
- Recognise that regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, everyone has the right to equal protection from all types of harm, abuse or harassment.
- Ensure that all staff and Board members understand and recognise discrimination and its effects.
- Ensure that the theatre is fully accessible for disabled people both in terms of the physical environment and access to its services (e.g. booking tickets)
- Ensure that the issues of Diversity and Equality inform artistic policy, marketing policy education and outreach policy and programming.

The purpose of the policy:

- To provide staff and volunteers with guidance on Clonter's procedures with regard to equality and diversity

The policy applies to all staff, including senior managers, board of trustees, paid staff or anyone working on behalf of CFMT. It applies not only in the workplace but outside the workplace at events related to the work of CFMT. It also includes the expression of views on social media in relation to CFMT.

¹ This refers to the Arts Council and 2010 Equality Act definition of protected characteristics :class, gender, sexuality, age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race /ethnicity, religion or belief, sex/gender and sexual orientation,

Implementing the Policy

The Chief Executives of CFMT and the Board of Trustees will be responsible for developing implementing and monitoring the policy. All permanent staff (full or part time and whatever their employment status) will assist the Chief Executives in monitoring and implementing the Equality and Diversity Policy.

Policy Development, Governance and Decision Making

Areas to be covered:

- Board composition
- Artistic policy
- Marketing policy
- Educational outreach policy
- Employment practices
- Training
- Monitoring

Board Composition

The board will seek to develop representation at Board level to reflect a balance of age, disability, sexual orientation, religious belief, racial origin, and gender.

As a position becomes vacant on the board the recruitment process will actively seek to appoint trustees who represent the contemporary diversity of our community.

Artistic Policy

Commissioning and programming policies will aim to ensure that artists from a range of backgrounds are given the opportunity to engage with all our activities. The applicants for the Emerging Artists Programme will be monitored through a diversity monitoring form.

Marketing Policy

In marketing CFMT to artists, our audiences, schools, and colleges we will use language that is free of jargon, clear and, as far as possible, bias free.

We will publish our equality and diversity statement on our website.

Education and Outreach Policy

CFMT strives to offer its educational outreach to schools in areas where there is low engagement with the arts.

All artists engaged by CFMT to deliver the workshops will be required to read and implement the values and attitudes expressed in this document.

Employment Practices

All job vacancies will be advertised. All job advertisements will include the wording **“Clonter is committed to diversity in all aspects of our recruitment and employment practices and actively welcomes applicants from all backgrounds”** All applicants will be asked to complete the CFMT Equality and Diversity monitoring form.

The opportunities page on the website will include CFMT's statement on Equality and Diversity. All CFMT employees, Trustees, part time staff and volunteers will be asked to read and implement the values and attitudes expressed in this document.

Training

All training and promotion will be offered on the basis of need and ability without discrimination. All staff will be required to read CFMT's Equality and Diversity policy, and undertake any training necessary.

Monitoring

The Equality and Diversity Policy will be monitored by the Joint CEO's who will report to the Trustees annually on the actions taken.

Codes of Conduct

People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, gender reassignment, disability and/or age.

At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used. Sexist, racist, homophobic, transphobic or otherwise inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place at CFMT.

No one will be harassed, abused or intimidated on the grounds of his or her race, nationality, gender, sexual orientation, gender reassignment, disability or age. Incidents of harassment will be taken seriously.

Dealing with Complaints

The Senior Management Team will take complaints of discrimination and harassment very seriously. They will investigate them thoroughly, and provide opportunities for the person making the complaint to speak in a safe environment about their experience.

If the complaint is against a particular individual, the SMT will hear their point of view.

The SMT will decide the action to take based on the principle of ensuring the continued inclusion and safety of anyone who has experienced discrimination or harassment.

I confirm that I have been made fully aware of, and understand the contents of the Equality and Diversity policy of Clonter Opera Theatre, Trap Road, Congleton, Cheshire CW12 2LR

Name _____

Signed _____

Date _____

Please sign and return this page to Amanda Harman or Isabella Lockett (joint CEO's) by post or email to amandaharman@clonter.org, isabella.lockett@clonter.org.

Policy review: This policy will be reviewed regularly by the joint Chief Executives Amanda Harman and Isabella Lockett in the light of best practice. **Review date January 2021**