



## **MAFWA THEATRE CIC EQUALITY and DIVERSITY POLICY**

### **Statement of Intent**

As an organisation working with people who have experience of the asylum-seeking process and migration at its heart, Mafwa Theatre has a specific brief to deliver participatory activities that explore diversity in all its aspects. We recognise that arts and culture are powerful tools for social change and our work challenges discrimination both directly and indirectly. The company aims to promote an inclusive environment and it is our intention that Mafwa Theatre's projects and performances should be available to a wide range of participants and we will strive to reduce barriers to participation in our work.

Mafwa Theatre is committed to ensuring equal opportunity in employment and in the services and activities it provides to the community.

Mafwa Theatre recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination. Company members will work to ensure that no employee, volunteer, participant or audience member is discriminated against on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

As an employer of paid and unpaid staff, Mafwa Theatre will conform to relevant anti-discrimination legislation, using current and future legislation as a guide to good employment practice.

### **Statement of policy**

- (a) It is the policy of Mafwa Theatre to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Mafwa Theatre recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

### **Recruitment and promotion**



- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) The statement 'Mafwa Theatre aims to be an Equal Opportunities Employer' will appear on all adverts and on our website and publicity material. The policy will be made available on the company's updated website.
- (c) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification, which limits the post to this particular group, in which case this must be clearly stated.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## **Employment**

- (a) Mafwa Theatre will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) Mafwa Theatre will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.
- (d) All contract, permanent and volunteer staff who work with children or vulnerable adults must produce a DBS Check to disclose any relevant criminal records. When funds are available the company can process this for new staff.

## **Training**

- (a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

## **Grievances and victimisation**

- (a) Mafwa Theatre emphasises that discrimination is unacceptable conduct, which may lead to disciplinary action under the organisation's Disciplinary Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

**Monitoring and Review**

Mafwa Theatre will make this policy available to all members of the company and to applicants for Board membership, paid employment both short-term and permanent.

The Company will review its Equality and Diversity Policy annually and the responsibility will lie with the Co-Artistic Directors to update the policy and to bring it to the Board for discussion, review and approval.

Mafwa Theatre will consistently review its Board membership in order to create a broader representation on the Board of the diverse communities we work with.

Policy to be reviewed annually in January. Next review date – January 2024.