



GARSINGTON OPERA

AT WORMSLEY

Equality, Diversity and Inclusion Policy

Garsington Opera is an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of the workforce, and eliminating unlawful discrimination

The organisation – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of patrons or the public.

This policy's purpose is to:

- provide equality, fairness and respect for all in our employ, whether temporary, part-time or full-time, and working for Garsington Opera in whatever capacity (including but not limited to administrative staff, technical crew, creative artists and seasonal staff)
- safeguard against unlawful discrimination in line with the Equality Act 2010's protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- 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, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- Promote equality, diversity and inclusion in the workplace as they are good practice and make business sense
- 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 members of the workforce 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

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Founder Leonard Ingrams OBE • *President* Rosalind Ingrams • *Chairman* Bernard Taylor CBE DL • *Artistic Director* Douglas Boyd • *Executive Director* Nicola Creed
Directors Miranda Curtis CMG (Deputy Chair) • Dr John Drysdale • Professor Jonathan Freeman-Attwood CBE
Nigel Higgins • Catherine Ingrams • Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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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.

- Complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities will be taken seriously. Details of unacceptable behaviour and how to raise a complaint can be found in the Dignity at Work policy on the Garsington Opera website.

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.

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.

- Opportunities for training, development and progress is made 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.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act), including ensuring that casting policies (including talent scouting and the allocation of auditions) are proactively geared to encourage diversity on our stage.
- Employment practices and procedures are reviewed regularly to ensure fairness; updates are also made to policies and procedures to take account of changes in the law.
- Where appropriate, we monitor the diversity of our workforce with regard to age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and compare this to the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring also includes assessing how the Equality, Diversity and Inclusion policy, and any supporting action plan, is working in practice, reviewing annually, considering and taking action to address any issues.

The Equality, Diversity and Inclusion policy is fully supported by Senior Management and has been agreed with employee representatives.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Staff Handbook, Appendix 1. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

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Document Control

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