



Equality, Diversity and Inclusion Policy

1. Introduction

Impact Arts is committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all.

Our aim is to value and manage people's differences to enable all employees and participants, to contribute and realise their full potential no matter their background or identity.

'Inclusive' is one of Impact Arts' core values, ensuring that it is at the core of everything we do in our mission of tackling poverty through fun, unique, creative activities in a range of different artistic disciplines, and improving access to the arts from individuals from the most deprived communities in Scotland.

The purpose of this policy is to ensure that we provide equality and fairness for all people and that we do not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity. We oppose all forms of unlawful and unfair discrimination and recognise that all individuals are different and should be treated fairly and equally in accordance with their needs.

This policy is applicable to employees, sessional workers, volunteers, project participants and any other individual or company undertaking services on behalf of or purchasing services from Impact Arts.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure business needs are met. Staff are consulted and advised of any changes as far in advance as possible of the change being made unless the change is required by law.

2. Policy Aims

- Ensure integration of equality and diversity practices into all the organisation does and ensure all staff are treated with fairness and respect from each other and from members of the public, trustees and contractors.
- Implement fair and just employment practices ensuring no job applicant or member of staff receives less favourable treatment.
- Ensure people are recruited and staff promoted solely on the basis of their own merit, experience, ability and potential. This applies throughout the entire duration of employment as all decisions are based on only relevant merits.
- Provide an environment which respects values and differences and promotes dignity, equality and diversity.

3. Responsibilities

Impact Arts will ensure all new staff and trustees receive this policy as part of their induction.

This policy applies to everyone in Impact Arts, and everyone has a responsibility to be alert to discriminatory behaviours and practices. Should a situation arise, it will be dealt with immediately. Breaches of this policy will be regarded as misconduct and will lead to disciplinary action which may include dismissal.



EDI is a standing item on all Monthly Team Meetings, SMT meetings and Board meetings.

4. Types of Discrimination

Direct discrimination

Occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if you can show that you acted reasonably in managing your business, i.e. that it is 'proportionate means of achieving a legitimate aim'. A *legitimate aim* might be any lawful decision you make in running your business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful.

Being proportionate really means being fair and reasonable, including showing that you've looked at 'less discriminatory' alternatives to any decision taken.

Harassment

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported complaint or raised a grievance or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

5. Sexual Harassment

Impact Arts takes all reasonably practical steps to prevent sexual harassment in the workplace through training and educating staff and volunteers on acceptable and unacceptable behaviour. Impact Arts will protect staff and volunteers from being subjected to any inappropriate or lewd behaviour by colleagues and third parties including contractors, visitors and participants. Anyone who is subject to such harassment should inform their line manager or another appropriate manager as soon as possible who will treat the matter seriously and confidentially and will carry out a fair and full investigation. Staff subjected to any such behaviours will be offered support such as counselling and temporary or permanent alterations to their working arrangements.

6. Our Commitment

- to create an environment in which individual differences and the contributions of all people are recognised and valued
- to comply with legislation to ensure there is no discrimination, directly or indirectly
- to ensure every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- to provide training, development and progression opportunities for all staff according to their job role
- to ensure all recruitment decisions are based on the merits and abilities of candidates alone and no other criteria will be used
- to ensure terms and conditions of service are standard across all employees
- to ensure all people are aware that breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- to take positive action if we believe that people who share a particular protected characteristic suffer a disadvantage connected to that characteristic, or if their participation in an activity is disproportionately low
- to make reasonable adjustments where a person might be disadvantaged because of a disability
- provide equality, diversity and inclusion training and guidance as appropriate
- to ensure this policy is adhered to when hiring contractors and other agencies to work for Impact Arts

7. Project Access

Impact Arts aims to make its projects accessible to as wide a range of the public as possible and to achieve this, we take steps to remove barriers, which prevent potential participants and audience members from having equal access to the organisation's activities. These actions include:

- Events and workshops to be held on suitable days and times and to be inclusive of community members
- Cultural and religious needs to be identified and met as far as possible e.g. dietary requirements, access to quiet prayer spaces
- All project activities to consider the varying needs and abilities of the participants
- Carry out access report prior to confirming delivery venues to ensure, where possible, that activities take place in venues and premises which are accessible, have quiet breakout spaces and territorial issues are not a barrier
- Ensuring that marketing and publicity material are shared widely and consider the needs of people with disabilities both in terms of print, format and information on access
- Ensuring that transport costs are available for participants to ensure this is not a barrier to participation.
- Ensuring that all workshops are free so that cost and socio-economic background is not a barrier to participation



- Provide support to access benefits or financial inclusion advice where required
- Incorporate food expenses within project budgets to tackle food poverty
- Provide Access Boxes within projects e.g. fidget toys/ colour text filters
- Encouraging and enabling people from underrepresented groups to attend and participate
- Ensuring that disadvantage is not a barrier to participation be that youth unemployment, mental health issues or addiction

8. Marketing & Communications

Careful consideration is given to our marketing and communications to ensure EDI needs are taken into consideration. We ensure that we use inclusive language and plain English in all of our publications, marketing and communications.

Our annual report highlights our equalities work and is widely shared with external stakeholders and funders.

9. Recruitment & Selection

We aim to ensure a consistent approach in promoting equality and diversity across all areas throughout the employment relationship from recruitment to termination and references. It is Impact Arts' policy to ensure all recruitment decisions are based completely on the merits and abilities of candidates and no other criteria will be used. To achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

Adhering to this policy will enable Impact Arts to recruit from the widest pool of talent, potentially raising the standard of intake and increasing the opportunity of a more diverse workforce. This will in turn, improve the organisation's service delivery, as it will include staff with more knowledge and experience, meet and aid in meeting the needs and aspirations of participants and potential participants.

To highlight the commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible. Adverts will also display any signs of equality bodies which Impact Arts is affiliated with. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. Impact Arts will ensure all applications have clear instructions for completion and application forms will be free from personal questions which are not relevant to the vacancy and may lead to discrimination. Interview questions will be provided in advance of interviews and reasonable adjustments are offered for interview at induction and during employment.

10. Terms & Conditions of Employment

As part of the employment relationship, all contracts of employment are issued in accordance with the job role and not the job holder. No member of staff will receive less favourable contractual terms and conditions for any reason other than relating specifically to the job role and the grade it attracts.

11. Redundancy Selection



Redundancy selection will be made according to the statutory requirements and in line with Impact Arts' Redundancy Policy. Criteria will be discussed with the Trade Union and or nominated representatives. The criteria will be set out and will be objectively fair and consistent.

12. Training and Development

Equality and diversity will apply throughout all training activities and resources. Training and development opportunities are given equally to all staff according to their job role. It is crucial that all staff are able to participate and enjoy any training opportunities or activities without discrimination or fear of harassment.

All Impact Arts employees and Board members are required to undertake EDI training to ensure everyone is aware of the legal requirements.

A programme of training is delivered each year which incorporates awareness of and guidance on supporting a range of equalities issues e.g. supporting neurodiversity, LGBTQI awareness.

13. In work support

Impact Arts offers a range of in work support which is available for all staff members and aims to support those with protected characteristics. This includes a range of support tools and training via Breathe and our Employee assistance programme Pam assist which also offers a range of counselling services.

We are a Flexible Working Friendly organisation and offer reasonable adjustments to support employees with different needs including prioritising accessible venues, dyslexia support, access to quiet prayer spaces, enhanced maternity/ paternity policies and sick pay.

14. Complaints

Where staff feel they have been discriminated against, victimised or harassed by any colleague (including managers), the aim should be to deal with it informally in the first instance through communication with their line manager or member of the Leadership Team.

If the member of staff is dissatisfied with the informal stage outcome or the complaint is serious, they should raise the matter in writing to their line manager. The complaint will then be dealt with under the Grievance Policy. In line with this process an investigation into the complaint will be carried out.

If any staff member has concerns regarding the conduct of others or the business in relation to EDI they are encouraged to use the process as set out in the Whistleblowing Policy.

The right to be treated equally and with dignity and respect extends to outside contractors, partners, participants, customers and any other agencies which are associated with Impact Arts. Stakeholders have a right to have any issues addressed under the [Comments, Complaints & Suggestions Policy](#). All complaints are investigated, and appropriate action taken.

15. Monitoring and review

We have appropriate information and monitoring systems to assist the effective implementation of our Equalities, Diversity and Inclusion policy and in order to review and refine any short comings in equalities.

- Annual EDI snapshots are carried out for Board and staff to allow us to track trends and take any necessary actions.



- Impact Arts' EDI Champions group review EDI data on a quarterly basis and own the EDI Action Plan.
- Impact Arts' Board receives quarterly reporting on EDI engagement KPIs and annual reporting on Staff and Board EDI survey data.

The effectiveness of this policy is reviewed regularly in consultation with the Board of Trustees and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

16. Data Protection Act 2018

The organisation treats all personal data in line with obligations under the current data protection regulations.

Version Control			
Version	Author (s)	Date	Changes Undertaken
1	Fiona Doring, Mairi McLaren, Maria Boyle	06/10/23	Full policy review
2	Fiona Doring	13/01/25	Full policy review
3	EDI Champions/ Maria Boyle	01/04/2026	Full policy review