



## Factory International Equality Policy

### Context

Factory International is an organisation with high equitable aspirations. Embedding equalities in our culture is a priority. It is at the heart of what we do and informs our planning, thought and creativity. Our Equality Policy is supported by our Equality & Representation Action Plan (priorities for the current Equality Action Plan are detailed in Appendix B).

This policy applies to, and must be observed by, all staff working for Factory International and Factory Academy Ltd.

### Aims of the Policy: Representation and Lived Experience

As our organisation develops to be more representative of our society, it is important that people who work with us understand the need for representation and the value of difference. It is also important that the differences we encounter are respected, whether familiar, or not.

The aim of this policy is to outline conduct that helps the continuous cultivation of an organisation where:

- everyone understands why equality and equity is fundamental to the success of our business
- difference is embraced
- our organisational culture is progressive, open and welcoming
- people feel empowered
- engagement is clear, and the contributions of all are encouraged, valued and respected
- we can attract and retain people (i.e., staff, consultants, trustees, artists, contractors, participants, volunteers, casual workers, agency workers and visitors) that reflect the diverse communities we operate in
- we can attract and retain people who are committed to our equality principles
- we comply with our legal obligations

### Scope

This section is about the people this policy is relevant to.

For ease of reference, it includes employees, consultants, trustees, artists, contractors, participants, volunteers, casual workers, agency workers, and applicants to work at Factory International.

The principles of non-discrimination and equality of opportunity also apply to the way in which these people should treat each other, visitors, contractors, service providers, suppliers and any other persons associated with Factory International.

This policy is non-contractual and may be updated at any time.

### Roles and responsibilities

Staff have a responsibility to:

- Read, understand and comply with this policy
- Seek guidance from The Equality and Representation Manager, HR or line managers, as appropriate if they need clarification on any part of this policy

- Engage in development opportunities that help further develop knowledge of equalities and representation
- Not discriminate against, victimise, harass or intimidate staff (or those involved with Factory International), or encourage others to do so
- Challenge and report unacceptable behaviour in an appropriate way, to their line manager or a member of staff in HR.

Line Managers have a responsibility to:

- Set a good example by treating all members of Factory International with dignity and respect
- Challenging unacceptable behaviour
- Ensure all staff are aware of this policy and know how to report discrimination, harassment or bullying
- Deal with complaints fairly, thoroughly, quickly and confidentially
- Cultivate a working environment where cohesion and respect are the dominant drivers.

The organisation has structures to cultivate an open to learning environment. This policy is just one part of a framework that helps to ensure universal access and equality of employment opportunity for everyone. This also includes other opportunities available in all aspects of Factory International's work.

In action, this means we do not tolerate unfair discrimination, or less favourable treatment of anyone, on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union activity as an employer, or in the running of our organisation.

These protected characteristics (bar trade union activity) are outlined in the Equality Act (2010). This is a statute providing a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society.

### **Implementation**

Everyone shares a responsibility for the successful application of this policy. Whilst specific responsibility falls to line managers, all individuals are accountable for their behaviours. To translate this policy into action we commit to:

- Take appropriate action when incidents occur which breach this policy. Staff or other parties who make a complaint of discrimination have the right to do so without fear of victimisation, and Factory International will make every effort to ensure that any complaints are dealt with promptly and fairly. ([Link to Grievance Procedure](#))
- Promote equality best practice through internal and external communications
- Regularly review and update Factory International's Equality Action Plans, sharing our progress with relevant stakeholders
- Ensure this policy is made widely available and all parties understand their responsibilities
- Embed equality principles into all relevant induction and training programmes
- Effectively collect, monitor and analyse evidence for our Equality Action Plan in compliance with GDPR regulations
- Ensure that reasonable adjustment to working practices are considered wherever practical in order to accommodate a diverse community

## **Appendix A:**

Under the 2010 Equality Act we are legally obliged to ensure individuals are not subjected to unlawful discrimination by Factory International on the basis of their protected characteristics as listed below:

- Age
- Disability
- Gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth)
- Marriage or civil partnership
- Pregnancy and maternity
- Race - (includes race, colour, nationality (including citizenship), ethnicity or national origins)
- Religion or belief including philosophical belief and a lack of belief
- Sex
- Sexual orientation

## **Appendix B:**

Themes of representation and engagement with diverse groups and people with a variety of lived experiences are prevalent in our Equality & Representation Action Plan. There is also a unifying want for increased engagement and creation of opportunities for residents of Greater Manchester.

In the current Action Plan there are currently strands of work agreed as a key focus for the 2022-24 period including:

1. Artistic Programme
2. Audiences (including digital and physical audiences)
3. Governance
4. Development
5. Creative Engagement
6. Workforce
7. Volunteers

*NOTE: This policy is not part of the employee's contract of employment. Accordingly, Factory International may depart from the precise requirements of the policy where it considers that is necessary, provided that certain statutory criteria are met.*