



Kelvin Players' Equality & Diversity Policy & Procedure

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Policy Enforcement Officer: The Person within Kelvin Players who is responsible for enforcing of taking appropriate action in the event of policy breach	Current Chair

Policy Statement

Kelvin Players Theatre Company ("KP") is committed to promoting equality and diversity and creating a culture that respects, celebrates and harnesses differences to the benefit of members and the wider communities.

KP is committed to equal access to membership and making sure that their membership is free from discrimination on the grounds of gender, sexual orientation, race, colour, religion or belief, marital status, disability, or age.

KP's standards exceed legal requirements so that KP can benefit fully from a membership that includes people with different backgrounds, experiences and perspectives, who feel valued for the positive contribution they can make to KP.

Purpose

Through its Equality Policy and with the support and active involvement of management and members, KP will:

- remove barriers to equality where these are identified;
- protect members from any form of discrimination or harassment;
- treat members with equal respect and dignity;
- have in place processes and practices which facilitate opportunity based on members' ability and contribution, and which are free from discrimination.

Scope

This policy applies to all members.

Types of Discrimination

Discriminatory action falls under five main headings:

- **Direct Discrimination** takes place when an existing or potential member is treated less favourably than others because of gender, sexual orientation, race, colour, religion or belief, marital status, disability, or age. Examples of such direct discrimination may include
 - restricting access to training or audition; or

- sexual or racial harassment.
- **Indirect Discrimination** is less obvious but equally unacceptable. It occurs when a criterion provision or practice is imposed which disadvantages an individual in one group of members compared with other groups or individuals and is not justified by the requirements of the task.
 - Associative Discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
 - Perceptive Discrimination 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.
- **Victimisation** is where an individual who has made or intends to make a complaint or has given evidence supporting a claim of discrimination against KP is treated less favourably because of their action or intention.
- **Harassment** is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment having regard to all the circumstances in the perception of the victim.
- **Sexual harassment** is any kind of unwanted behaviour of a sexual nature that makes a person feel humiliated or intimidated, or that creates a hostile environment. When someone calls a person insulting sexual names, talks about them in a sexual way that makes them feel uncomfortable (like commenting on their body), or spreads sexual rumours about them, that's sexual harassment. It can happen in person, over the phone, or online.

Sexual harassment is a form of unlawful discrimination under the Equality Act 2010.

Types of sexual harassment:

- **Verbal harassment** might include someone making sexually suggestive comments, for example remarking on a person's body or appearance, or name calling;
- **Sexual jokes** may make some people feel uncomfortable, offended or intimidated;
- **Unwanted sexual advances** are a form of sexual harassment. This might include 'leering' or unwanted and inappropriate sexual propositions, whether in person, over the phone or by email;
- **LGBT** - anyone can be subjected to unwanted sexual behaviour, whether they're gay, straight, bi or trans;
- Some people might think that sexual harassment towards someone of the same sex (for example, a woman sexually harassing another woman) might not be taken seriously, but that isn't the case.

These actions are discriminatory and, whether intentional or not, they could make individuals personally liable for a substantial financial penalty. A person winning a discrimination claim in court can be awarded unlimited financial compensation from both the organisation AND the person responsible for the discriminatory act. In addition, intentional harassment may constitute a criminal offence. It is very important, therefore that KP's standards of behaviour are clearly set out and that everyone follows them.

All members have a responsibility:

- to ensure the principles of equality of treatment and opportunity are applied in all situations;
- to treat all members with respect and dignity;

- to consider whether their actions may cause offence and if so, refrain from such actions;
- to adhere to this policy when carrying out both internal and external activities related to their role within KP and behave in a manner which reflects their equality responsibilities.

How effective KP is in creating an environment offering equal opportunities will depend on the co-operation of its members. Where a KP member wilfully disregards this Equality Policy, such action will be regarded as gross misconduct and may lead to members' membership being withdrawn in accordance with the [Club Rules \(Rule 3e\)](#).

Reporting Procedure

If you experience harassment at KP, you can report it to any member of the KP Management Committee (or to your Production Committee Liaison Officer) in confidence. Any allegation of discrimination or harassment will be treated seriously and investigated fully.

If appropriate, the matter will be referred to the current KP Chair (or another member of the KP Management Committee) for action.

Contact details can be found on the KP Members' website at: <https://www.kelvin-members.co.uk/committee-contacts>

If you agree, the matter may be discussed in confidence with members of the KP Management Committee. An appropriate course of action will be discussed and agreed with you, and initial action will be commenced within (a maximum of) 10 working days of your complaint.

Any justified and proven complaint of discrimination or harassment may lead to a members' membership being withdraw in accordance with [Club Rules \(Rule 3e\)](#).

You can also speak to the [Equality Advisory and Support Service](#) for independent advice.

If possible, try to keep a record of your experiences of discrimination or harassment including dates/times and details of what happened, in case you decide to report it. It's also a good idea to keep a record of any emails you send or receive regarding the harassment

If you're in danger, call the police on 999.

If sexual harassment escalates into violence, threats or sexual assault, you can report this to the police by calling 101 or contacting your local police.

You can also contact [Victim Support](#) free on 0808 168 9111 or [email](#) and they can explain all the options available to you and support you through your journey.

Revision History

Version	Date	Author	Remarks
0.1	24/10/2018	J. Wilkinson	Document Creation
1.0	15/11/2018	J. Wilkinson	Approval by committee and publishing on Member's website.