

Sound and Music Equality and Diversity Policy 2017

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Part 1. General Statement of Policy

Sound and Music is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of opportunities and services. Sound and Music aims to create and promote a culture that respects and values its members' differences; that promotes dignity, equality and diversity; and that encourages individuals to develop and maximise their true potential. Sound and Music is committed wherever practicable to achieving and maintaining a workforce that broadly reflects the wider UK community within which we operate. Sound and Music is committed to diversifying the range of people who benefit from the opportunities and services we offer, both as artists and as audiences.

Sound and Music recognises the role and responsibility it has as a national organisation and a leader in the sector to champion equality and diversity. The organisation aims to show by example that increasing the diversity of artists and audiences it engages with in turn broadens and enriches the range of talented composers accessing support, enhancing Sound and Music's creative output and the wider audience experience.

Sound and Music will endeavour to ensure that all of its activities and services are sensitive, accessible and appropriate to the needs of different groups.

Sound and Music will continue to take a leading role in combating any form of conscious or subconscious discrimination in the new music sector.

Sound and Music will work with others to ensure that the diversity of the population in the UK is recognised, that fair and equal representation is embraced and that all are celebrated for their contribution to the arts.

Sound and Music will in particular focus on addressing barriers to employment and participation on the grounds of gender, ethnicity, disability, and socio-economic background. The organisation has set out targets to monitor and measure progress. These targets, and the strategic processes for achieving them, are laid out in the **Equality and Diversity Action Plan Appendix 7**.

Sound and Music will take care to avoid discriminatory images or text appearing in published, printed or spoken material.

The **Equality and Diversity Policy** forms part of the Contract of Employment and Staff Handbook.

Any form of discrimination by an employee, trustee or volunteer is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

Sound and Music aims to ensure that the Board of Trustees reflects diversity and aligns with population census data in terms of gender, ethnicity and geographical location.

This **Equality and Diversity Policy** and its associated **Action Plan Appendix 7** have been shaped, and peer reviewed and by Active Encouragement Steering Group members Amble Skuse, Shaun Blezard and Jamie Beddard.

Part 2. Purpose

The purpose of this policy is to provide equality and fairness for all in our employment; in our activities and in the provision of services and information; and to provide a framework to ensure Sound and Music does not discriminate, consciously or unconsciously, on the grounds of gender, marital status, race, religion, ethnic origin, colour, nationality, national origin, disability, neuro-diversity, sexual orientation, religion, socio-economic background or age. Sound and Music opposes all forms of discrimination.

- All employees, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills, potential and commitment to Sound and Music.
- All participants across the organisation's programmes will be treated fairly and with respect. Selection will be on the basis of skills, potential and commitment to Sound and Music.
- All current and potential audiences for Sound and Music will be treated fairly and with respect. Marketing and communications will be representative, accessible and welcoming.
- Acting with fairness and with equality will be at the forefront of all Sound and Music's work. This commitment requires us to foster innovative and cutting edge practice that will actively support a broader range of composers and artists from across the UK. This will in turn invigorate the work and unlock the engagement of more and broader audiences

For Sound and Music equality is a vital engine of necessary innovation in all we do.

Part 3. Principles

Sound and Music adheres to the following principles:

- To create a working environment in which individual differences and the contributions of all our employees, Board of Trustees, participants, audiences and volunteers are recognised and valued
- To create an environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated – both in face to face and digital interactions.
- To ensure training, development and progression opportunities are available to all employees
- To promote equality in the workplace, which Sound and Music believes is good management practice and makes sound business sense
- To work towards ensuring, and monitoring, that our workforce, beneficiaries and participants reflect and represent the broader population
- To regularly review all employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others
- To regularly review activities and communications to ensure they are accessible and appropriate to all groups within society
- To be proactive in opening up our employment and programme opportunities to a broader diversity of applicants
- To monitor, evaluate and report on the diversity of all application processes
- To monitor, evaluate and report on the diversity of our audiences
- To treat breaches of this policy seriously and to take disciplinary action when required
- To provide information and training to all employees, trustees and volunteers so that they are fully aware of the issues relating to equality and diversity, and their responsibilities relating to ensuring this policy is adhered to
- To develop and regularly monitor an **Equality and Diversity Action** Plan Appendix 7, to ensure this **Policy** is fully implemented
- To ensure the Policy is fully supported by the Board of Trustees
- To monitor, evaluate and review the Policy annually
- To ensure this Policy is available and accessible publically
- To promote equality and diversity throughout the sector
- To implement actions/initiatives which address inequalities as appropriate
- To encourage and provide equality and diversity training as part of all staff member's professional development

Part 4. Positive Action v Positive Discrimination

4.1 POSITIVE ACTION

Sound and Music understands the differences between positive action and positive discrimination.

Positive actions are the steps that can be taken to encourage people with different needs, low participation or past track record of disadvantage. Sound and Music will act positively in using the **Equality and Diversity Policy**, and the **Equality and Diversity Action Plan Appendix 7**, as a means of making public its commitment to provide equal opportunities to all present and future employees, Trustees, participants, volunteers and beneficiaries. It will also use the Policy to encourage inclusive attitudes and activities.

4.2 POSITIVE DISCRIMINATION

Positive discrimination means treating someone favourably on the basis of individual characteristics. Positive discrimination is illegal and the recruitment of 'quotas' of particular groups based on individual characteristics is also illegal. Discrimination in selection to achieve or secure a balance of persons of different racial groups is also not allowed under the Race Relations Act 1976.

There is an exception, however, which may be appropriate for certain posts in Sound and Music, i.e. when a genuine occupational qualification (GOQ) is necessary or desirable for a particular group or sex. Both the Race Relations Act 1976 and the Sex Discrimination Act 1975 allow these exceptions.

Part 5. Employment

5.1 JOB DESCRIPTIONS AND PERSON SPECIFICATION

Job descriptions and Person Specifications are prepared for all posts, including internships and Board of Trustee positions. These Job Descriptions indicate the responsibilities and tasks to be undertaken by the job holder. The Person Specification describes the qualifications, skills, experience and abilities required.

A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification is discriminatory on the grounds quoted in the Policy Statement. The specification will only include such qualifications, skills; experience and abilities that are directly relevant to the fulfilment of the role, and make clear which are essential and which are desirable.

5.2 ADVERTISING

Sound and Music will use a range of advertising methods in order to attract the widest pool of appropriate applicants. Vacancies for new and existing jobs or voluntary roles will normally be advertised internally and externally.

All our advertising will:

- Contain the statement 'Sound and Music is an Equal Opportunities Employer'
- Ensure that we do not exclude, discriminate against, or discourage any particular group from applying nor make it difficult for anyone from such a group to apply
- Refer to the Job Description and Person Specification in order to give information about the requirements of the job
- Encourage a diversity of applicants
- Offer documents and information in a range of formats on request
- Give clear instructions about obtaining the application pack
- Where appropriate, use agencies/networks/publications specialising in diversity
- Ensure online and print publicity materials reflect a diverse workforce and participants

5.3 APPLICATIONS AND SHORTLISTING

All applicants will be asked to fill out an Application Form which contains only information essential and relevant to the appointment. Different formats will be made available on request. Applications will be shortlisted by at least 2 people. Shortlisting will be performed on the basis of objective criteria and the extent to which candidates have shown, in the application form that they meet the required Person Specification, and can carry out tasks and responsibilities required of the post-holder. Formal qualifications and standards of literacy and numeracy will only be taken into account when they are recognised as directly relevant for a particular job. Shortlisted candidates will be invited to an interview.

Staff and members of the Board of Trustees (in the case of senior management recruitment) responsible for shortlisting, interviewing and selection of candidates will be:

- Clearly informed of selection criteria and the need for their consistent application
- Given an up to date copy of the **Equality and Diversity Policy** at the commencement of recruitment shortlisting

Sound and Music will guarantee an interview to candidates from significantly under-represented groups who meet the specified minimum requirements of a role.

5.4 INTERVIEWING

All interviews will be carried out by a minimum of 2 people. The names and gender of interviewees will be made available in advance.

The questions asked will seek to gather objective evidence in support of the Job Description and Person Specifications. The same questions will be asked of all candidates applying for the job.

All candidates invited to interview will be asked if they need access support during the interview process and wherever possible their needs will be accommodated. Flexibility will be prioritised for those candidates who are in personal assistant or companion roles with disabled people.

Notes will be taken and evidence gathered against the Job Description and Person Specification.

5.5 SELECTION

All candidates will be scored against the job description and person specification. The highest scoring applicants will be offered the position. Where scoring is equal and the selection is deadlocked, those from under-represented groups will be given priority.

Offers will be made to successful candidates, subject to satisfactory references and DBS (Disclosure and Barring Service) check (where required).

All unsuccessful candidates will be informed of the result of their application and offered bespoke feedback.

5.6 DBS POLICY

For certain positions we will request enhanced disclosures for all employees, trustees and volunteers. This requirement will be clearly stated in the application pack

Sound and Music also has a separate Policy and Procedure for the Protection of Children, Young People and Vulnerable Adults.

5.7 EX-OFFENDERS

Sound and Music will not discriminate against ex-offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

5.8 INDUCTION

All employees, Board of Trustees and volunteers will be required to follow an appropriate induction process to ensure they are equipped to do the job.

All employees, Board of Trustees and volunteers will receive training on the **Equality and Diversity Policy**, procedures and **Action Plan Appendix 7** as part of their induction. For new staff and board members this will take the form of a conversation regarding the Policy and Action plan with a current member of the Senior Management Team. For volunteers on the Summer School introduction to the Policy will form part of their induction.

A discussion around, and implementation of, 'reasonable adjustments' related to individual needs will start as soon as possible, and be in place when employment begins.

5.9 FLEXIBLE WORKING

Sound and Music will consider all requests for flexible working arrangements constructively and creatively, taking account of balancing the needs of the organisation with the needs of the individual employee.

For further details see the Staff Handbook.

5.10 PROMOTION

Vacancies or new roles arising will be advertised externally as well as internally, unless there is an exceptional reason not to do so. Vacancies will be promoted in places that will attract diverse applicants.

5.11 TRAINING

Sound and Music has allocated budget for employees' training in order to maximise the capability and retention of employees. Professional development within job roles is a requirement of Sound and Music employment.

Training needs and opportunities will be discussed during one to one meetings with line managers, and selection for training will be made on the basis of both the needs of the business set out in the Business Plan and the personal development of the individual.

Access support and requirements for people with disabilities or caring responsibilities will be taken into account whenever practicable and methods sought to minimise any barriers to taking up training opportunities.

Staff with management, recruitment and selection responsibilities will be given guidance in the implementation of the Equality and Diversity Policy to ensure that they understand their position in law and under Sound and Music's own policy.

5.12 INTERNSHIPS

Sound and Music has signed up to the Fair Access Principles set by The Creative Society with regard to internships. This includes commitments to only offering paid internships, and also to advertising internship opportunities in line with the Policy outlined in **section 5.2**.

Part 6. Beneficiaries and participants in Sound and Music activities

6.1 APPLICATION DOCUMENTS

Every opportunity offered by Sound and Music is advertised publicly, with a clear description of the opportunity and the expectations of the participant in fulfilling that opportunity, together with clear guidelines as to how to apply.

Application documents will be available in different formats on request and this will be made explicitly clear to potential applications.

Sound and Music will make clear in application documents that access requirements will be met wherever possible.

Sound and Music will seek feedback on application documents and processes both before and after their implementation, specifically to improve accessibility in future opportunities.

6.2 ADVERTISING

Sound and Music will use a range of advertising methods in order to attract the widest pool of appropriate applicants.

All advertising will:

- Ensure that Sound and Music does not exclude, discriminate against, or discourage any particular group from applying, nor make it difficult for anyone from such a group to apply
- Refer to application documentation to make clear the nature of the opportunity
- Give clear instructions about how to apply and offer alternative formats if required

6.3 APPLICATIONS AND SHORTLISTING

All applicants will be asked to fill out an Application Forms which contains only information essential and relevant to the opportunity. Different formats will be made available on request. Applications will be shortlisted by at least 2 people. Shortlisting will be performed on the basis of objective criteria and the extent to which candidates have shown, in the application form, that they meet the criteria of the call documentation. With the exception of our programmes for young composers (up to age 18), shortlisted applicants will be invited to an interview.

Staff and external partners responsible for shortlisting, interviewing and selection of applicants will be:

- Clearly informed of the requirements of the opportunities documentation, and the need for their consistent application
- Given a copy of the **Equality and Diversity Policy**

6.4 INTERVIEWING

All interviews will be carried out by a minimum of 2 people. This will normally be a member of the Sound and Music team; plus one or more external independent individuals. There will be at least one woman on every panel. Every opportunity will have a different panel. Panel membership will be made public on the Sound and Music website.

- The names and gender of panel members will be made available in advance.
- The questions asked will seek to gather objective evidence relevant to the requirements of the opportunity documentation. The same questions will be asked of all applicants.
- All candidates invited to interview will be proactively asked if they need access support during the interview process. Special consideration will also be given to applicants who are carers.
- Notes will be taken and evidence gathered against the requirements of the application documentation.

6.5 SELECTION

All applicants will be scored against the requirements of the call documentation.

All unsuccessful applicants will be informed of the result of their application and offered personal feedback.

Part 7. Terms and conditions for employees

7.1 ANNUAL LEAVE AND RELIGIOUS HOLIDAYS

Sound and Music will not ask about an employee's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure.

7.2 CULTURAL AND RELIGIOUS NEEDS

Where employees, trustees or volunteers have particular cultural and religious needs, Sound and Music will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of the business.

7.3 DISABLED EMPLOYEES

- Sound and Music will make genuine efforts to recruit disabled people and take reasonable steps to make the workplace and individual jobs fully accessible
- Sound and Music will regularly review its facilities for disabled employees, Trustees and volunteers and will try to overcome any problems faced wherever practicable and within reasonable resources available
- Sound and Music will ensure that disabled people have maximum access to employment opportunities and to meetings and events
- Sound and Music will support disabled employees applying to Access to Work where appropriate

7.4 GRIEVANCE AND DISCIPLINARY PROCEDURES

Sound and Music will take seriously any complaints of discrimination and will not victimise people who make such complaints.

For further details please see Sound and Music's Disciplinary and Capability Policy and Procedure; and Grievance Policy in the Staff Handbook.

7.5 BULLYING AND HARASSMENT

Sound and Music upholds the right of all employees and volunteers to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment. For further details please see Sound and Music's Disciplinary and Capability Policy and Procedure; and the Grievance Policy. Both of these are in the Staff Handbook.

Part 8. Monitoring

8.1 MONITORING AND WORKFORCE

Employees, Board of Trustees and volunteers will be asked to fill in an Equal Opportunities monitoring form on appointment.

8.2 RECRUITMENT MONITORING

All applicants will be asked to complete an anonymous Equal Opportunities monitoring form as part of the application form, along with an explanation of why this is important. This will be separated from the main body of the application by a member of staff not involved in the recruitment process, before the application is considered by those shortlisting.

The monitoring form will monitor age, ethnicity, gender, whether disabled, and level of education attained.

8.3 MONITORING APPLICANTS TO SOUND AND MUSIC PROGRAMMES

All applicants will be asked to complete an anonymous Equal Opportunities Monitoring Form as part of the Application Form, which will be provided with an accompanying statement explaining our commitment to equality and diversity. This will be separated from the main body of the application by a member of staff not involved in the shortlisting or interviewing process, before the application is considered by those shortlisting.

Sound and Music's **Equality and Diversity Policy** will be published alongside all call materials.

The Equal Opportunities Monitoring Form will monitor age, ethnicity, gender, whether disabled and level of education attained (or other socio-economic indicator(s) to be agreed).

All monitoring statistics will be collated and presented to staff and Trustees annually within the **Monitoring and Evaluation Framework Appendix 11** and in line with the GDPR national policy changes.

Part 9 Accountability

It is the Chief Executive's responsibility with the support of the Board of Trustees to ensure the implementation of the **Equality and Diversity Policy** and **Equality and Diversity Action Plan Appendix 7**. Appropriate funds will be sought to implement approved aspects of the Policy which require special and additional resources.

The Board of Trustees will discuss progress of the **Equality and Diversity Action Plan Appendix 7** as a standing item at Board meetings twice a year.

All employees, trustees and volunteers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination
- To draw the attention of management to suspected or alleged discriminatory practices
- To refrain from harassing or intimidating other employees, trustees or volunteers, clients or visitors of Sound and Music on any of the grounds cited in the policy statement
- Report any witnessed harassing or intimidating behaviour to their line manager

9.1 EQUALITY AND DIVERSITY POLICY MONITORING AND REVIEW

From April 2018 Sound and Music will have in place the following monitoring systems:

- Annual review of the Equality and Diversity Policy, as part of the annual evaluation cycle as outlined in the **Monitoring and Evaluation Framework Appendix 11 and Plan Appendix 10**
- This Equality and Diversity Policy was approved by Sound and Music Board of Trustees in December 2017
- This Equality and Diversity Policy will be published publically in February 2018