



Equal Opportunities Policy

The Company is committed to providing access, as participants and practitioners, throughout the range of its activities. It is committed to creating equality of opportunity in its working environment and in its employment and recruitment practice.

- In order to achieve this it is the policy of Box Clever to ensure that no job applicants, employees and/or participants in the range of Company activities receives less favourable treatment on the grounds of age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; or sexual orientation.
- Box Clever to use the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust. Box Clever complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The Company undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction, or other information revealed.
- The Company believes that the value of an Equal Opportunities Policy lies not merely in its intention but in its practical delivery. It is the responsibility of the Artistic Director and GOLD Subcommittee, to regularly monitor effectiveness in all areas of company operation – recruitment, artistic programming and touring, – and develop the policy where necessary and make reports to the Board of Trustees.
- Integrated casting, which promotes positive images and does not perpetuate traditional stereotypes of race, disability, sexuality and sex, forms part of this policy. When casting, the aim is to reflect the composition of society as a whole in terms of race, sexuality, sex and disability.

Recruitment and promotion

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

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- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.
- All vacancies will be circulated internally as well as externally

Employment

- Box Clever will not discriminate on the basis of age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; or sexual orientation in the allocation of duties between employees employed at any level with comparable job descriptions
- Box Clever will endeavour to put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

- All employees will be encouraged to discuss their career prospects and training needs with the Artistic Director, line Manager and/ or lead Trustee for GOLD Sub Committee

Grievances and communication

- Copies of this policy are accessible to all employees of Box Clever, whether permanent, or freelance on a short fixed term contract, and to the Board of Trustees.
- It will be the responsibility of every employee, whether permanent or on a short fixed term contract to abide by its philosophy, and to promote the policy while at the Company base and on tour.
- This policy is deemed to be part of all contracts of employment.
- Any Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

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- Any employee who feels they have suffered discrimination or victimisation should make use of the Company's Grievance and Disciplinary procedure. Box Clever recognises that discrimination may take different forms:
 - direct discrimination - treating someone with a protected characteristic less favourably than others
 - indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
 - harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
 - victimisation - treating someone unfairly because they've complained about discrimination or harassment
- Sexual harassment, abusive behaviour including sexist, racist and other oppressive language or behaviour, will not be tolerated. It will be treated as an act of gross misconduct by Company members which could result in summary dismissal.
- Box Clever aims to promote an ethos of mutual respect and each member of the Company has responsibility for their own compliance. Any violation of this policy by any Company Member will be treated as a serious breach of contract.