



# EQUALITY, EQUITY, DIVERSITY & INCLUSION POLICY

*\*Inspired by COMPANY 3's 'SOCIAL GRACES', with some excerpts taken directly from it\**

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## INTRODUCTION & SOCIAL GRACES //

The only way our members, staff and trustees can be themselves is if we create a **safe, calm, prepared & fun** space for everyone involved in our work. We believe that a real commitment to equality, equity, diversity & inclusion means not waiting for harm to happen but to be proactive in recognising and challenging inequality. We also celebrate and support differences, enabling everyone to have an equally positive experience.

Although we can not guarantee that our spaces will be 100% safe for all participants, we facilitate the sessions always bearing in mind the social graces and how we can best adhere to them in our workshops.

The Social GRACES refers to the way in which we are all different:

*Gender, Gender Identity, Geography, Race, Religion, Ability and Disability, Age, Appearance, Caste, Class, Economics, Education, Employment, Ethnicity, Sexuality, Sexual Orientation, Spirituality and Health (both physical, mental and emotional).*

We aim to create an **accessible & inclusive** space for everyone involved in our work that is **co-designed** with the community.

We encourage management, staff & members to be proactive in recognising and challenging inequality in our own practice and the world. Doing this work well requires us to be **open, kind, bold & hopeful**. We welcome challenges, are unafraid to make mistakes and will be brave in changing the way we work.

We have high expectations for management, staff and young people. We encourage everyone across the organisation to hold people accountable by checking in to see if sessions are; **safe, calm, prepared & fun**.

We are committed to regular examination and review of our practice, ideas and actions. This is a living document that will change as we learn and develop.

## DEFINITIONS //

**EQUALITY** - Ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

**EQUITY**- Recognising people's differences and circumstances and providing the resources needed to reach a level outcome.

**DIVERSITY** - The celebration of individual differences amongst the workforce & membership.



**INCLUSION** - Ensuring everyone can; access the work, feel comfortable to be themselves at work and feel the worth of their contribution.

**ACCESSIBILITY** - Ensuring conditions are adapted where possible for the learning, emotional or physical needs of management, staff and members.

## **EMPLOYMENT //**

Unique Community is committed to the principle of equal opportunity in employment. Unique Community has a Equality, Diversity & Inclusion Code of Conduct which informs and drives all aspects of our working culture and programme of events and activities.

We will actively support diversity and inclusion and ensure that all our employees are valued and treated with potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including freelancers) are covered by this policy and it applies to all aspects of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination; intentional, unintentional, direct, indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at Unique Community as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with management, individuals at all levels have a responsibility to treat others with dignity and respect according to the Code of Conduct.

The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the charity.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker, receiving less favourable treatment because of a protected characteristic within the Equality Act 2010;

*Race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age.*

Further, in accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed-term employee. Unique Community's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for successfully meeting these objectives by:

- Not discriminating in the course of engagement against employees, worker or job applicants



- Not inducing or attempting to induce others to practise unlawful discrimination
- Bringing to the attention of our workforce that they may be subject to action under the disciplinary procedure, or other appropriate action, for unlawful discrimination of any kind.

You can contribute by:

- Not discriminating against fellow staff & member with whom you come in contact during the course of your duties
- Not inducing or attempting to induce others to practise unlawful discrimination
- Reporting any discriminatory action to:

**Artistic Director // Nataliya Kharina**

[nataliya.kharina@uniquecommunity.org](mailto:nataliya.kharina@uniquecommunity.org) // 07415193742

**Community Outreach Coordinator // Florentina Bowden**

[florentina@uniquecommunity.org](mailto:florentina@uniquecommunity.org) // 07931860763

**Chair of Board of Trustees // Erina Davidenko**

[erinaclubok@gmail.com](mailto:erinaclubok@gmail.com) // 07535647984

The successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you. If you consider that you are a victim of unlawful discrimination you may raise the issues through the whistle blowing procedure.

We are also committed to reviewing our policy and good practice annually.

This policy was approved by: **Erina Davidenko**

Position: Management Committee Members

Date: 04.11.22



## APPENDIX 1 // CODE OF CONDUCT

### BE AWARE

Keep the Social GRACES in mind in your work and be aware of your own privileges and power. Be mindful that differences may be hidden and invisible; be open and curious and try not to make assumptions. Consider how your words and actions might affect those different to you. Speak up about how your own experience might impact your ability to fully understand others' experience and views.

### BE ACTIVE & ACCOUNTABLE

Actively demonstrate your commitment to equality and your own accountability. This is particularly important when modelling behaviour we expect from young people. ALL Staff & CYP will receive lanyards with cards that explain the staff member to go to when the session is not; CALM, SAFE, PREPARED or FUN. Make sure CYP know they have permission and are encouraged to let staff members know when they are struggling.

### TAKE COMPLAINTS SERIOUSLY

If someone raises an issue with you, stay calm: take it seriously, listen carefully and write down what they say [HERE](#). Do not feel you need to have all the answers – it is ok to say you need time to consult or think through the issue. Seek support from core staff and keep them informed about your next steps.

### BE OPEN ABOUT YOUR MISTAKES

Mistakes may happen and we will support staff to learn from them: our failures will make us stronger if we are able.

### BE RESPONSIBLE FOR YOUR OWN LEARNING

Be active in your research and learning about things you don't understand. We will support staff through training, discussion or access to research materials and time.

### SPEAKING UP

Speaking up in a Unique Community room takes the following forms:

- **SAFE** / DO YOU FEEL LIKE YOU CAN ACCESS THE SESSION WITHOUT RISK OF PHYSICAL OR EMOTIONAL HARM?
- **CALM** / ARE YOU INCLUDED IN THE WORK WITHOUT PHYSICAL OR EMOTIONAL DISTRESS?
- **PREPARED** / DO YOU FEEL LIKE YOU ARE READY TO TAKE ON THE ACTIVITY BEING DELIVERED?
- **FUN** / ARE ENJOYING IT?



If you have answered NO to any of the above you can;

- Speak up during the session
- Locate the Artistic Director, Wellbeing Officer or Lead Facilitator during the session
- Speak privately to a staff member you trust during or after the session
- Leave an anonymous note in the comment box

Be active in giving permission to those around you to speak up, particularly when working with young people who may find this hard. Be active in speaking up about behaviour that may affect others: do not wait for people affected to speak up as this may exacerbate the harm they have experienced. If someone speaks up about something you have said or done, listen and reflect on what they are saying, even if you think they may be wrong.

#### CONCERNS WITH SENIOR STAFF

If you are concerned about the actions of a senior member of staff, contact the Chair of Trustees on: [erinaclubok@gmail.com](mailto:erinaclubok@gmail.com)