



Equality, Diversity, and Inclusion policy

Cartwheel Arts is committed to promoting equality, tackling all forms of discrimination and to fostering good relationships between diverse groups of people among our Trustees, staff, freelancers, volunteers, and participants.

Our aim is for our workforce and our participants to be truly representative of all sections of society, and for each person to feel respected and to feel confident that they can bring their whole self to the organisation.

The organisation - in providing goods, services, activities and/or facilities - is committed to proactively preventing against unlawful discrimination of staff, customers, or the public.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment
- pay and treat people equally for equal work
- not unlawfully discriminate based on any protected characteristics including, but not exclusive to: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, citizenship, and ethnic or national origin), religion or belief, sex, sexual orientation, social / economic status, lived experiences and intersectional lived experiences
- proactively oppose and avoid all forms of unlawful discrimination including, but not exclusive to: micro-aggressions, direct discrimination, indirect discrimination, harassment, victimisation or being treated unfairly for any other reason.
- proactively oppose and avoid all forms of unlawful discrimination within pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents/carers, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Cartwheel Arts commits to:

- Encouraging equality, diversity, and inclusion in the workplace as it is good practice and makes good business sense.
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.

- Providing training and development for trustees, the director and all other employees and freelancers about their rights and responsibilities within the law including the Equality Act 2010.
- Staff and volunteers at all levels conducting themselves such as to help the organisation provide equity in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.
- Ensuring that all staff, freelancers, volunteers, Trustees and the Director understand that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their involvement with the company, against other employees, freelancers, volunteers, Trustees, participants, suppliers and the public.
- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow workers, customers, suppliers, visitors, trustees, the public and any others during Cartwheel Arts' work activities.
- Dealing effectively with such acts as misconduct under Cartwheel Arts' Grievance and/or Disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Proactively tackle sexual harassment as per The Worker Protection Act 2023 (Amendment of Equality Act 2010). Ensuring that everyone knows that sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Making opportunities for training, development, and progress available to all workers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Ensuring that decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Reviewing employment policies, processes, procedures, and practices when necessary to ensure fairness, and also updating them to take account of changes in the law.
- Anonymously monitor the make-up of the workforce annually regarding information such as age, sex, gender identity, ethnic background, sexual orientation, religion or belief, and disability. Analysing the data compared to local demographics and publicising results to demonstrate our commitment to accountability.

- Monitoring will also include assessing how the Equality, Diversity and Inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Cartwheel's Targets for Diversity in the Workplace

- Review the effectiveness of different recruitment platforms through an anonymous monitoring form at the point of application that records where an applicant saw the opportunity and analyse results for sourcing appropriate recruitment platforms that reach any underrepresented groups.
- Increase diversity of applicants by 10% each recruitment round compared to baseline stats collected in 2023.
- Review recruitment processes including application forms with a diversity panel to identify barriers and bias and inform change before next policy review.

Partnership Working

Cartwheel Arts often works in close partnership with a range of organisations and groups including education institutions, community centres, voluntary groups etc.

When working in partnership to deliver any activity, such as an event, exhibition, participatory arts project etc, Cartwheel Arts staff should follow these procedures to ensure our commitment to equality, diversity & inclusion are upheld:

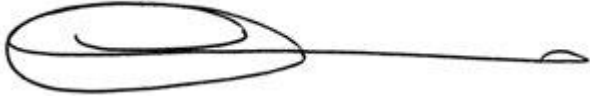
- Cartwheel Arts staff will ensure there are clear partnership agreements in place that outline:
 - The role & responsibilities of Cartwheel as partners / subcontractors
 - Where agreements about specific roles & responsibilities are made verbally or in conversation, it is best practice to make a written note of these agreements and share with partners / sub-contractors.
 - Cartwheel Arts staff will complete a project risk assessment, reviewing the project through an Anti-Discrimination lens and raising any concerns with both Cartwheel's Director, and, when required, project partners.
 - Cartwheel Arts will ensure that all staff, freelancers & volunteers working on the project are aware of their specific roles & responsibilities and what they can expect from partners.

The Equality, Diversity and Inclusion policy is fully supported by Cartwheel Arts Board of Trustees and the Director.

Details of the organisation's grievance and disciplinary policies and procedures can be found on the Cartwheel Arts website. www.CartwheelArts.org.uk. This includes with whom an employee should raise a grievance.

Use of the organisation's grievance and/or disciplinary procedures does not affect the right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signature:

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Alyson Malach, Board Chair

Date: 23rd April 2024

Signature:

A handwritten signature in cursive script that reads "Hebe Reilly".

Hebe Reilly, Director

Date: 23rd April 2024