



## **In Bristol Studio: Equality, Diversity and Inclusion Policy**

### **Statement of Intent**

In Bristol Studio is a community arts organisation that has at its heart issues of diversity, social inclusion and equal opportunities. This is not just in terms of our artist residents, membership, staffing and recruitment, but also in terms of the accessibility to, appropriateness of and engagement with our arts projects, events and activities.

In Bristol Studio's activities are focused on the development and support of community arts activities in East Bristol. Because its very nature is adaptable and collaborative, community arts provides a fertile ground for the development of politics of inclusion, to raise fundamental questions on the value of diversity associated to strategies of cooperation, and to nurture the creative potential of every individual, regardless of race, ethnic origin, cultural background, social class, religious beliefs, skin colour, age, gender, sexuality, physical ability or mental health.

Equality, diversity and inclusion is an organisation-wide commitment that permeates all aspects of our work and enables us to be creative through recognising and removing barriers that inhibit people from fulfilling their creative potential.

The following values inform all our work:

- We value our artist resident community and the importance of their input and role in creating a successful and inclusive space.
- We value the diverse communities in our local neighbourhood and the important impact they have in growing our organisation to be more inclusive.
- We value situations where everyone is treated with respect; are enabled to feel included, and are actively working to increase opportunities for people to be creative.
- We value the pooling of knowledge, skills, contacts, venues and equipment to enhance creative cultural activity, for the common good.

In Bristol Studio must conform to all relevant current legislative requirements in the United Kingdom, but our ambition is to go beyond compliance to exemplary practice.

## **1. Scope**

This policy applies directly to the In Bristol Studio management team; its paid staff, whether salaried or contracted; its artist residents and its volunteers.

## **2. Standards**

- No unlawful discrimination shall occur in the support and management of our people and delivery of our services, and all decisions shall be objective and fair with individual circumstances taken into account.
- Our services will take a person-centred approach, and diversity considerations will be incorporated into processes and delivery to ensure that all our services are accessible to all.
- All decisions that affect our people or audiences will undergo an Equality Impact Assessment. This is to ensure that any negative impact on those with protected characteristics is mitigated wherever possible at all levels of the organisations and in all of our activities.

## **3. Provision of Service**

There are several means by which we achieve this:

- Racism - We see progressive anti-racism as that which admits that racism is multi-faceted and not the preserve of any one social group or another. We witness racialisation in individual indifference masquerading as tolerance, in non-participation misrepresented as disinterest and in individual geographical and economic limitations.
- Understanding - recognising the nature of a participant's intelligence and being agile enough to spot it is an essential key to the smooth running of an In Bristol Studios Community Arts collaborative project.
- Diversity - means being inherently amenable to change in terms of form and function in order to accommodate the cultural and social variety of groups (e.g. family groups, older individuals, youth groups, ethnically diverse groups).
- Inclusion - in its collaborative projects, In Bristol Studios normally works with partnership organisations who may be responsible for recruiting the participants for our activities. When collaborating with other artists and groups In Bristol Studios positively seeks to choose participants who represent the diversity of society.

## **4. Discrimination and Harassment**

In Bristol Studios interface with discrimination and harassment issues will normally occur around our provision of service, specifically when we are hosting or conducting collaborative community

arts projects, workshops and events, whether involving selected groups of participants or members of the general public.

Harassment occurs when another person's behaviour causes discomfort or humiliation to the recipient, interferes with their legitimate activity, or creates a threatening, hostile or intimidating environment for their work, or study or social life. Discrimination or harassment by any member of In Bristol Studios, will be regarded as misconduct and dealt with through the appropriate disciplinary procedures.

Sexual harassment can be physical or verbal.

- Physical - Ranges from touching or patting to indecent assault or rape.
- Verbal - Ranges from sexually suggestive remarks or compromising invitations to aggressively foul language, unwanted demands for sex, or displays of pornographic or degrading pictures or objects in the environment, including computer screens.

Racial harassment includes:

- Derogatory name calling
- Insults and racist jokes
- Racist graffiti, objects or pictures in the environment
- Threats and verbal abuse
- Ridicule or comments implying that a person's race impairs their ability
- Physical assault and unwelcome physical contact

Bullying may be defined as any vindictive, cruel, malicious or humiliating treatment or behaviour such as:

- Picking on people unfairly
- Making unfounded criticisms
- Isolation or non-cooperation
- Aggressive behaviour or conduct, physical or verbal

## **5. Procedures for incidents outside of In Bristol Studios**

In Bristol Studios often works with partnership organisations, who may contribute to In Bristol Studios events with their own audience. This makes it essential that strong links are maintained so that reports of discrimination or harassment are feed back to the partner organisation as soon as possible.

If a complaint is made to any member of staff this is the agreed procedure to follow:

Everything that has been said by the complainant or been observed by the member of staff/volunteer will be recorded on a Protection Disclosure Form. The completed records will be kept confidential within a secure location.

- We will ensure that the information is as factual as possible and does not contain assumptions or personal comments.
- We will record the dates and times when these events/situations have happened, taking care not to interpret their meaning and recording only what they say.
- If there has been an explanation given to a member of staff for injuries or behaviour, we will ensure that it is included.
- Members of staff or volunteers will immediately raise the contents of the Protection Disclosure Form, in the first instance, with the designated officer. The designated officer will then consult the partner organisation that has responsibility for that participant.

## **6. Procedures for incidents inside In Bristol Studios**

In all cases, complaints should be made to the designated officer for implementing the Equal Opportunities Policy. The designated officer to whom the complaint has been made will advise the alleged harasser that a formal complaint has been made. Separate investigatory meetings will be held with both the complainant and the alleged harasser, accompanied by a representative if desired. The purpose of these meetings will be to discuss the problem and arrive at a resolution.

If the designated officer considers it appropriate, or if the problem is not resolved at this stage, the complaint will be submitted in writing at the soonest possible time to the In Bristol Studios committee meeting

### **7a. Employment**

- In Bristol Studio is committed to a policy of equality of opportunity in its management, employment practices and the production of its projects. Its policies and procedures are designed to prohibit discrimination, either directly or indirectly, against any individual or group. We are committed to ensuring that recruitment and selection is fair, transparent and based on merit.

All staff will be recruited through the use of:

- An open advertisement in local and national press including minority press;
- A declared recruitment procedure - job description, job specification, representative shortlisting and interview panel;
- Proper contracts and terms and conditions of employment.

Exit interviews will be conducted when staff leave in order to assess the current demands of the job.

All post advertisements will carry a summary statement of the equal opportunities policy.

Provision will be made for job sharing, maternity cover, paternity/maternity leave and carer's leave.

#### **7b. Staff**

- We care about the welfare and well-being of our staff and volunteers, and regard the creation of a supportive work environment as of paramount importance, helping to create the conditions for people to grow and give their best.
- We commit to providing and supporting channels for all staff and volunteers to have their voices heard.
- We will work to create a working environment that values difference and is free from discrimination, victimisation, bullying or harassment. Any individual who experiences or witnesses discrimination or harassment is encouraged to report it.
- Provision will be made for job sharing, maternity cover, paternity/maternity leave and carer's leave.

#### **7c. Communications & Non Discriminatory Language**

- All of our written and digital communications will comply with accessibility standards, and be available in alternative formats on request.
- All publications will avoid the use of words or phrases which are directly or indirectly discriminatory.
- All complaints will be taken seriously, promptly and thoroughly investigated, and dealt with in a sensitive and affect manner.

#### **7d. Publicity**

Wherever possible all publicity will be distributed as widely as possible and be designed to encourage the participation from relevant groups. Any targeted publicity must be justified by the nature of the project or activity.

#### **8. Access**

The venues hosting our activities will be selected for barrier-free access points and facilities, ease of parking, and for proximity to public transportation where possible. Organisations and individuals participating will be consulted to ensure outcomes are designed, and sites selected, with an appropriate awareness and sensitivity.

In Bristol Studios will adopt as flexible an approach as possible and seek to make reasonable adaptations to the facilities of the venues we choose to accommodate the needs of disabled people and/or to assure favourable conditions to improve accessibility, like providing special transport to the venue if it is in a rural location.

In Bristol Studios website will be designed to be accessible to viewers on low bandwidth connections, either by design or by offering a low bandwidth alternative. We will make sure that wherever possible all text is displayed at a reasonable size, both electronically or on printed items.

## **9. Responsibilities**

In Bristol Studio, owns this policy, is responsible for ensuring that resources, support and leadership are provided to ensure this policy can be meaningfully implemented; and for ratifying changes to this policy.

The management team is responsible for ensuring that the policy is fit for purpose and up to date.

All staff, volunteers and Board members (when in place) are responsible for championing equality, diversity and inclusion; understanding how the policy relates to their role; and reporting diversity statistics in their activities.

## **10. Implementation**

In Bristol Studio is committed to ensuring that this policy is implemented throughout its activities.

All artist residents and contractors are individually and collectively responsible for ensuring that they and the company implement this policy.

Effective monitoring and evaluation systems will be in place to ensure that the policy is implemented. These should be reviewed at Board meetings and a whole policy review will follow In Bristol Studios annual review.

The Management Team is designated as having responsibility for coordinating this policy and monitoring it. It is their responsibility to act on information given to them.

*This document was produced by Kerry Russell & Sally Reay (Management Team as of April 2021) and it will be reviewed annually on the same date or when new legislation is enacted.*