

Equality and Diversity Policy

August 2020
(Next review date August 2021)

1. Introduction

- 1.1. SupaJam Education in Music and Media is committed to encouraging equality and diversity among our workforce, eliminating unlawful discrimination.
- 1.2. The aim is for our workforce and student body to be truly representative of all sections of society, and for every person to feel respected and able to give their best.
- 1.3. The organisation - in providing education and training - is also committed against unlawful discrimination of staff, students, guests of SupaJam or members of the public.

2. Purpose of the policy

2.1. The policy's purpose is to set the standard of:

- providing equality, fairness and respect for all in our employment or care, whether temporary, part-time or full-time;
- not unlawfully discriminating because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation;
- opposing and avoiding all forms of unlawful discrimination. For staff, this includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities. For students, this includes in terms and conditions of offering placements of study, dealing with grievances and discipline, requests for time away from their programme, support within their programme, progression through SupaJam or any other development opportunities.

2.2. SupaJam Education in Music and Media commits to:

- encouraging equality and diversity in the workplace and learning environment as good practice and making business sense, where those with different backgrounds are able to offer wider experience and ideas to support the positive growth and development of the organisation;
- creating a working and learning environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and students are recognised and valued;

2.3. This commitment includes training managers and all other employees and education students about their rights and responsibilities under the equality policy.

3. SupaJam and Staff Responsibilities

3.1. All staff should understand that;

- they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- they will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, students, suppliers, visitors, the public and any others in the course of the organisation's work activities.
 - Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
 - 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.
- 3.2. SupaJam will provide opportunities for training, development and progress to all staff, 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.
- 3.3. Decisions concerning staff will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 3.4. SupaJam will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- 3.5. The Senior Leadership Team will monitor the make-up of the workforce regarding demographic information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.
- 3.6. Monitoring will also include assessing how the equality policy and any supporting action plans are working in practice, reviewing them annually and considering taking actions to address any issues.

4. Student Responsibilities

- 4.1. All students should understand that;
- they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination
 - they will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination
 - Such acts will be dealt with as misconduct under the organisation's Code of Behaviour for Students Policy, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to permanent exclusion or become a criminal offence, which will be dealt with accordingly.
- 4.2. SupaJam will provide opportunities for training, development and progress to all students, who will be helped and encouraged to develop their full potential.
- 4.3. The Senior Leadership Team will monitor the make-up of the student body regarding demographic information such as age, gender, ethnic background, sexual orientation,

religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

- 4.4. Monitoring will also include assessing how the equality policy and any supporting action plans are working in practice, reviewing them annually and considering taking actions to address any issues.

5. Commitment

- 5.1. This Equality and Diversity Policy is fully supported by the Senior Leadership Team. Details of the organisation's grievance and disciplinary policies and procedures can be found on the SupaJam Education in Music and Media website, semmuk.com.