



**STARBURST
FOUNDATION**

**EQUALITY, DIVERSITY AND INCLUSION POLICY
(PP06)**

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INTRODUCTION

Starburst Foundation aims to provide an environment where volunteers staff and students are treated on the basis of their intrinsic value as human beings and where opportunities are available for all to use and develop abilities in order to realise potential. Our aim is to create and sustain a working environment in which true equality, diversity and inclusion for all is created through understanding and behaviour. Starburst aims to foster equality, diversity and inclusion through the promotion of good relations among and between its volunteers, staff and its students. It believes that encouraging volunteers, staff and students to participate as widely as possible in Starbursts activities will assist in promoting mutual respect for the beliefs and distinctions of its members, thus encouraging conditions under which equality, diversity and inclusion can flourish. All staff, students and volunteers of the Starburst will be required to comply with the its Equality, Diversity and Inclusion Policy and relevant legislation. This guideline explains why equality, diversity and inclusion is vital to Starburst and explains initiatives that can be taken to encourage a positive approach to ensuring a community approach to embedding the principles.

The Equality Act 2010 replaced all previous acts relating to discrimination and covers nine protected characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

PRINCIPLES

Starburst is committed to equality, diversity and inclusion for all, irrespective of gender, race, age, colour, creed, ethnic or national origins, marital status, sexuality, disability, religion, political belief, and trade union activity. We are committed to taking positive action to promote the principles of our policy and decisions are based solely on the requirements of a role. The requirements for admission to a course are purely on capacity availability. When the class size is full a waiting list will be formed and first come first served will be employed.

In this policy Starburst includes all staff whether full-time, part-time, casual, freelance or temporary, all volunteers and students. In addition, Starburst expects suppliers of goods and services, guest teachers or visitors to comply with equal opportunities' legislation and the relevant Codes of Practice. It is the responsibility of the relevant contractor or guest to ensure that they behave appropriately towards all members, students and volunteers of Starburst.

Starburst Foundation does not discriminate on the grounds of:

- Race
- Ethnic or national origins
- Gender
- Marital status
- Sexual orientation
- Age
- Disability
- Religious or political beliefs
- Social-economic status.

ROLES AND RESPONSIBILITIES

The Foundation Board has responsibility to:

- undertake an annual review and report on compliance with equality, diversity and inclusion principles
- ensure that managers in all departments are competent in, and responsible for, the application of the policies and procedures relevant to their area or discipline
- ensure equality, diversity and inclusion issues are taken fully into account in the implementation of Starbursts policies
- ensure the relevant contractors or visitors behave appropriately towards all members, students and volunteers of Starburst.
- ensure that any issues raised are reported and investigated in accordance with procedures
- ensure that types and outcomes of complaints of discrimination and/or harassment are monitored.

The Theatre Academy Principal has the responsibility to:

- ensure that the policy for equality, diversity and inclusion is followed in relation to the Academy
- ensure the inclusion of an equality, diversity and inclusion plan within the Corporate Plan
- ensure that there are appropriate arrangements in place for monitoring, auditing and reviewing the success or otherwise of the application of the policy at Starburst Theatre Academy.

The Theatre Company Manager has the responsibility to:

- ensure that all volunteers receive information in relation to this policy and Starbursts commitment to the promotion of good relations and the elimination of discrimination
- Ensure all members are treated in accordance with the policy
- ensure that any issues raised are reported and investigated in accordance with procedures.

Members of Staff, including visiting / guest staff and volunteers, have a responsibility to:

- observe the requirements of the legal framework in which we operate
- be aware of Starburst equality, diversity and inclusion policy and how it should inform their conduct and approach to work within the Company
- support and implement the policy
- actively observe and support good practice
- raise any issues or concerns regarding equality of treatment via the appropriate procedures.

Students have a responsibility to: -

- observe the requirements of the legal framework in which we operate
- be aware of Starburst equality, diversity and inclusion policy and how it should inform their conduct and approach
- support and implement the policy
- actively observe and support good practice and raise any issues or concerns regarding equality of treatment

Visitors and Contractors have a responsibility to:

- observe the requirements of the legal framework in which we operate
- be aware of Starbursts equality, diversity and inclusion policy and how it should inform their conduct and approach
- support and implement the policy
- actively observe and support good practice
- raise any issues or concerns regarding equality of treatment via the appropriate procedures.

MONITORING \ REVIEW

The **Equality, Diversity and Inclusion Policy** will be annually monitored and reviewed by Board.

Data required to assist in the furtherance of equality, diversity and inclusion must be collected with care and sensitivity, with rigorous safeguards as to confidentiality and disposition of statistics.

Annual monitoring reports will be compiled and published. This will address equal opportunities as a specific area.

Starburst Foundation will actively monitor the company and its members for fairness and equal opportunities, it encourages members to be responsible and make sure it is implemented.

If any member believes they are or have been handled unfairly, they must report this to the chair of Starburst Foundation, who will investigate the claim fairly and in a sensitive manner.