Equality and Diversity Policy 2018

April 2018

Introduction

This is ScriptDawg's equality and diversity Policy. It sets out the company's commitment to advancing equality and celebrating the diversity of ScriptDawg productions. It has been written so that everyone will know what we are committed to.

Our commitment to equality and diversity

As an advocate of New Writing, ScriptDawg is committed to advancing equality of opportunity and providing fair access and treatment when delivering services.

To support our commitment to equality and diversity, the Company will:

1. Comply with and embrace equality law and good practice, including carrying out our public duties to promote equality
2. Regularly monitor, assess and consult on the impact of our policies, services and functions to ensure they are fair and reflect people's different needs and opinions
3. Use our influence in communities and with our partners and businesses to generate opportunities for creatives
4. Embed equality and a consideration of diversity into our everyday business. To do this we will expect all of our directors, shareholders, managers, employees and contractors to:
    - Treat everyone with dignity and respect at all times including customers, employees and other people with a connection with the Company
    - Provide the best possible standards of service to all our customers
    - Consider the needs and opinions of every community
    - Have a clear set of objectives for equality and diversity.
5. The company will endeavour to utilise performance spaces suitable for all audiences where possible, however issues pertaining to access are that of the venue management not that of the company.

Specific commitments in employment

ScriptDawg is committed to being a fair and supportive company, enabling our workforce to deliver high quality services to everyone.

In order to achieve this we will:

- Carry out casting and recruitment fairly and effectively
- Manage and equip our employees to implement this Policy
- Treat all employees fairly, with dignity and respect at all times

- Not tolerate and take necessary action to deal with unacceptable behaviour at work
- Provide people working with ScriptDawg opportunities to influence the development of our policies and practice
- Promote a work-life balance and opportunities to work flexibly
- Make reasonable adjustments in line with our legal duties, such as providing additional equipment or support to employees

The scope of our commitments

We will work to deliver our commitments by tackling inequality arising out of:

- Age
- Disability
- Marital status and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief, including non-belief
- Sex or gender
- Sexual orientation
- Other forms of disadvantage such as rural deprivation and isolation
- Any other reason which cannot be shown to be justified.

Who is responsible for this Policy?

This Policy applies to every director, shareholder, volunteer and freelancer working with ScriptDawg, and any other person or organisation employed by the company to work or to deliver services on its behalf, including those employed through contractual, commissioning or grant-aided arrangements.

How we will ensure that this Policy is implemented

We will ensure that everyone associated with ScriptDawg is made aware of this Policy and understands their responsibilities for implementing it. We will support people so they know how to implement the Policy in relation to their role, including through development opportunities.

We will develop our approach to equality and diversity by identifying good practice in employment, service delivery and how we engage with local people.

Our promise on equality monitoring

Whenever we ask members of the public or employees for information in order to undertake equality monitoring we will take care that the monitoring is appropriate and we will comply with four main rules:

1. Only ask for the information we need
2. Provide an explanation of why we need the information and how it will be used
3. Take care to ensure that individuals cannot be identified from the information collected, especially where the results of monitoring are made public or shared
4. Comply with the law in relation to confidentiality, data protection and freedom of information.

Keeping this Policy up to date

We will review this Policy on a regular basis and will carry out consultation before making any changes to the Policy.

If you have any concerns after reading this document, please get in touch with us via email at scriptdawg@gmail.com to express your concerns and The Company will try to address any issues that you feel may arise.

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