

## Equal Opportunities Policy

**Puppet Animation Scotland understands that society consists of many diverse groups and individuals and that this diversity is an asset to Scotland. We recognise that certain groups and individuals are discriminated against and we are opposed to this. PAS recognises our moral and legal responsibility to promote equal and equitable opportunities in all of our work.**

It is essential to provide equality of opportunity to all persons without discrimination and to foster a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, creates an inclusive culture, and values diversity.

This policy sets out the organisation's position on equal opportunity in all aspects of employment, participation and engagement giving guidance to employees at all levels to act fairly and prevent discrimination on the grounds of; **sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including ethnic or national origin, nationality or colour), disability, sexual orientation, age, religion or belief, and, history of illness, needs of dependents and/or parenthood, part-time or fixed-term contract status and social-economic barriers.**

PAS recognises that adhering to the Equality Act 2010, current legislation and Equal Opportunities Policy ensures the effective use of individuals in both the organisation's and employees' best interests. PAS recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

### Implementation

As an organisation, we aim to:

- Create a diverse, inclusive and accessible artistic programme
- Work with a diverse network of artists representative of Scotland's artistic community
- Employ a diverse and skilled workforce who have a commitment to equalities

To do this, we will ensure:

- Opportunity for engagement or participation in PAS's artistic programme will be inclusive and accessible
- Artistic opportunities will be promoted widely to encourage inclusion and will be within accessible venues, where permitted
- Availability of staff training, guidance and support in all aspects of Equality
- Opportunities for employment are promoted widely to encourage a diverse range of applications, targeting underrepresented groups
- Potential employees are recruited and current employees promoted on the bases of their ability and merit
- Existing procedures for recruitment, selection, promotion and training will be regularly reviewed and updated where necessary
- Mechanisms will be implemented for resolving grievances about unfair treatment, discrimination and harassment
- Where beneficial, positive action, training and encouragement will be utilised
- The effectiveness of this policy will be interrogated annually, in accordance with legislation

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### Recruitment & Selection Procedures

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience. Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification, which limits the post to this particular group, in which case this must be clearly stated.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job, reducing employment barriers where possible. For example, PAS does not require further education as standard as a necessity for employment as this is a socio-economic barrier.

All applications for employment will be assessed 'blind' and conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### Conditions of Employment

PAS will not discriminate on the basis of sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including ethnic or national origin, nationality or colour), disability, sexual orientation, age, religion or belief, and, history of illness, needs of dependents and/or parenthood, part-time or fixed-term contract status and social-economic barriers in the allocation of duties between employees employed at any level with comparable job descriptions.

PAS will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### Consideration of Artistic Programme & Audiences

Artists wishing to apply to take part in the artistic programme, including participation in the festivals, masterclasses and workshops, will not be discriminated against on the basis of sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including ethnic or national origin, nationality or colour), disability, sexual orientation, age, religion or belief, and, history of illness, needs of dependents and/or parenthood, part-time or fixed-term contract status and social-economic barriers.

Where necessary PAS will undertake positive action to ensure equitable and equal participation from artists in Scotland. PAS will ensure that underrepresented groups will be provided space in the festival programme and be encouraged to apply for funding. Where required, artists are encouraged to ask for further assistance with applications forms where required.

PAS will ensure that venues used for the fulfilment of the artistic programme will be suitable for the audiences and participants needs.

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### Training

Employees will be provided with appropriate training and through their personal development plans and with their line manager, encouraged to seek professional development opportunities to improve their career prospects and develop their career arc.

### Grievances and victimisation

PAS emphasises that discrimination, bullying or harassment is unacceptable conduct, which may lead to disciplinary action under the organisation's Disciplinary Procedure. Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

All employees of the organisation will be made aware of the provisions of this policy and their responsibility to equal opportunities. PAS's Board of Directors and Artistic Director are responsible for the implementation of this policy. For further information about PAS's commitment to Equalities, Diversity and Inclusion, please see our Equalities, Diversity and Inclusion Policy and Action Plan.