



EQUAL OPPORTUNITIES

BACK IN PROGRAMME





POLICY STATEMENT

BACK IN and **PUNCH** are collectively committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services.

BACK IN and PUNCH aim to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourage individuals to develop and maximise their true potential. We are committed wherever practical to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

PURPOSE

BACK IN and **PUNCH** staff and the PUNCH board strive to ensure we provide equality and fairness for all in our employment and the provision of services. This means no one will be treated less favourably on grounds of; age, gender, race, colour, nationality, ethnicity, country of origin, disability, sexual orientation, marital status, social class or religious belief. BACK IN and PUNCH therefore opposes all forms of unlawful and unfair discrimination.

All employees, trustees, volunteers (part-time or full-time) will be treated fairly and with respect, thus selection for employment will be on the basis of skills and ability. We also seek to promote a positive image of Black and Minority Ethnic film and filmmakers; again, that it is for all people irrespective of shape, size, age, gender, race, colour, nationality, ethnicity, country of origin, disability, sexual orientation, marital status, social class or religious belief.



PRINCIPLES

BACK IN and **PUNCH's** commitment to Equality, race and Diversity over the next three years is defined as:

1. To create an environment in which individual differences and the contributions of all our employees, staff, trustees, board members' volunteers are recognised and valued.

2. To create a working environment that promotes dignity and respect for all.

3. No form of intimidation, bullying or harassment will be tolerated.

4. To ensure training, development and progression opportunities are available to all; in addition to audience development, particularly in connection with people from minority ethnic groups from areas of social deprivation, and people with disabilities.

5. To promote equality in the workplace, which believes is good management practice and makes sound business sense.

6. Carry out a rolling programme of impact assessments to review the impact of BACK IN and PUNCH's policies on staff and audiences.

7. Provide an accessible complaints procedure and to treat breaches of the equality policy seriously by taking disciplinary action when required.

8. Promote confidence in BACK IN and PUNCH's equality, race and diversity policies and publicise the results of impact assessments and other monitoring.

9. Review BACK IN and PUNCH's publicity material ensuring it is free from bias, and promotes good race relations and equality for all genders, sexualities and those with disabilities.

10. Encourage the development of an artistic programme that responds to the needs of all

EQUAL ACCESS AND DISABILITY

BACK IN and PUNCH are committed to the equal provision of filmmaking, training and support services to all staff, audience and stakeholders whatever their individual differences. We recognise our statutory obligations regarding disability as described in the 1995 Disability Discrimination Act.

BACK IN and PUNCH will continually analyse our practices to ensure we are meeting these obligations. Our main requirements are to ensure that disabled people are not treated less favourably than non-disabled people for reasons related to their disability and that we make reasonable adjustment to ensure that disabled people are not placed at a disadvantage.

We will be proactive in our response to disability issues by:

- 1.** Progressively removing barriers affecting staff and audience with disabilities
- 2.** Ensuring that all staff and audience with identified disabilities are given appropriate guidance on request.
- 3.** Making best effort to ensure that those providing disability services contracted by BACK IN and PUNCH (e.g. sign language interpreters) meet identified needs by both appropriate resourcing and by staff development.
- 4.** Ensuring that disability and associated services are subject to periodic review and evaluation.
- 5.** Involving disabled staff and audience where possible, in the planning, monitoring and evaluation of our services.

6. Communicating the disability policy clearly to all concerned.

7. Providing applicants for job vacancies with the opportunity to inform us of any disability or learning difficulties at application.

8. Allowing audiences and participants with the opportunity to make us aware of any special access requirements for our events beforehand.

9. Making physical access improvements where possible or identifying improvements that are required and addressing them in future planning.


10. Provide staff with appropriate training.



GENDER EQUALITY

BACK IN and **PUNCH** are committed to promoting equality between women and men, regardless of marital status, and enabling all people to participate in the democratic, social and economic life. BACK IN and PUNCH acknowledge the harmful effect gender discrimination can have in the community and in the workplace.

Gender discrimination stems from prejudiced attitudes and beliefs about the abilities, skills or characteristics of women or men. There is significant evidence that such discrimination continues to have a negative impact on the lives of all people in the West Midlands and throughout the UK, including transgender people.



BACK IN and PUNCH value the vital contribution women and men make to the media sector, but recognise that sometimes women disproportionately experience social and economic disadvantage. We will challenge traditional gender expectations in job roles to maximise the opportunities for both women and men to reach their full potential. We will also make sure that our services and training practices are flexible and responsive to the needs of women and men. We are also committed to working to get rid of discrimination against all genders in our policies, procedures and practices both in terms of service delivery and employment. We are further devoted to making sure that all our new policies, procedures and practices promote equal opportunities in relation to sex equality.

SEXUAL ORIENTATION

BACK IN and PUNCH recognise and understand that it is unlawful to discriminate or harass individuals because of their sexuality or perceived sexuality in all areas of employment. This applies in recruitment and selection, terms and conditions of employment, opportunities for training, dismissal (including redundancy) and post employment (such as in providing references).

Sexual orientation is defined as:

- 1.** Orientation towards persons of the same sex
- 2.** Orientation towards persons of the opposite sex
- 3.** Orientation towards persons of the same sex and the opposite sex



We value all of our staff, participants and audiences equally regardless of their sexual orientation or gender identity and will provide a safe and supportive environment to them regardless of whether they are homosexual, lesbian, bisexual, transsexual, or heterosexual. However, it is the right of the individuals to choose whether they wish to be open about their sexuality when coming into contact with BACK IN and PUNCH. To disclose someone's sexuality without their permission is a form of harassment, and will be treated as such.

'RACE' EQUALITY ACTION PLAN

In accordance with the Race Relations Act 1976 (amended by the Race Relations Amendment Act 2000), BACK IN and PUNCH are committed to promoting equality of opportunity and good race relations and avoiding racial discrimination.

BACK IN and PUNCH aim to provide the highest quality film education experiences, with a strong emphasis on diversity and integration among these elements. In providing these services BACK IN and PUNCH are committed to practices and policies which respect and take account of the experiences of minority ethnic groups, and their particular social needs. We are also committed to continually developing the accessibility and sensitivity of our services and products through monitoring, review, innovation, staff training and evaluation.

Though our training initiatives, BACK IN and PUNCH have a commitment to developing the skills, capabilities and sensitivities required for our work and management in a multi-racial society.

We recognise that there are economic, social, institutional and attitudinal obstacles which may impede members of ethnic minority groups in their aspiration to access music, art and employment in our sector. It is our policy to ensure that within our activities we:

- 1.** Promote equality of opportunity
- 2.** Promote good relations between people of different racial groups and

The target dates in our action plan are our best estimate of the progress of the pace of implementation, but these may be revised in the light of experience. The staff BACK IN and PUNCH, and Board of PUNCH, will actively implement this plan by ensuring that:

- 1.** Commitment to the plan and our policies is obtained at all levels of the organisation.
- 2.** All employees, sub contractors and visiting companies/artists of Punch are briefed on our race equality plan and equal opportunities policies and their responsibility to accept their personal involvement in the practical application of the plan.
- 3.** Specific responsibility for implementing the plan rests with the Head of Office and Finance and is responsible for recruitment, employee administration and training and customer care.

4. Adequate training is available to all employees and where appropriate sub contractors/freelance artists in order to carry out their responsibilities.

5. The plan is monitored and updated on an annual basis.

6. The Board will receive annual activity assessments to facilitate the monitoring process and to ensure any issues or trends are identified.

7. All practices in respect of, recruitment and selection, training and career development, conditions of service, programming, marketing and the implementation of the plan are open to change and development as necessary.

8. The entire plan will be reviewed in three years from its approval to take account of changing needs.

COMPLAINTS PROCEDURE

BACK IN and **PUNCH** aim to treat everyone that we deal with in a consistent, fair and transparent manner and with courtesy, but there may be occasions when we fall short of this aspiration.

If you are unhappy with your contact with BACK IN / PUNCH, we want to hear about it so that, with your feedback, we can improve our performance. Please note complaints should be distinguished from criticisms or disagreements with PUNCH decisions.

In receiving a complaint, we will aim to:

1. Deal with your complaint quickly
2. Handle it fairly and politely
3. Look into it fully
4. Resolve the problem where possible

We hope that most problems can be resolved informally, however, you are unhappy then you can use

