

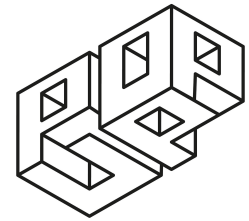
# Pop Up Projects CIC

## Equal Opportunities Policy

Signed off by Board - March 2013

Last updated - February 2020

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### OUR VALUES

Diversity is at the heart of our work in terms of the locations we choose to work in, the artists with whom we work, the audiences we strive to reach, and our organisational culture. We value cultural and linguistic diversity, reflective of the diverse society we live in, because it enhances the richness and variety of our artistic output and enables us to connect with *all* audiences.

### OUR AIM

We aim to actively encourage diversity amongst our employees, board of directors, partners, contractors and service providers, and want each individual we work with to feel respected and able to develop their full potential so that their talents and resources will be fully utilised to maximise the efficiency of the organisation. We believe that equality in the workplace is good management practice, increases creativity and makes sound business sense.

### OUR COMMITMENT

1. To comply with statutory obligations as an employer in respect of current equalities, employment and human rights legislation.
2. To actively oppose all forms of unlawful and unfair discrimination on grounds of gender; marital status; race, ethnicity or nationality; disability; sexual orientation or identity; religion or belief; age.
3. Every employee is entitled to a working environment that promotes dignity and respect to all, and recognises their contribution. No form of intimidation, bullying or harassment will be tolerated.
4. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
5. Selection for employment, promotion and progression opportunities, as well as training or any other benefit will be on the basis of aptitude and ability.
6. At the same level of aptitude and suitability, applicants with a Black, Asian, Minority Ethnic background or who are disabled will be preferred; we will make reasonable disability adjustments.
7. For our services, membership opportunities, employment procedures and management and decision making processes to be accessible to everyone.
8. To ensure all artistic activity reflects and meets the needs of our communities – children, young people, their families and teachers – by monitoring individuals who access our work.
9. To ensure the promotion of our services are accessible to our communities by regularly testing and assessing the success of our promotion strategies.
10. To ensure our partners, contractors and service providers adhere to statutory obligations, and are aware of our commitment to equal opportunities.

In addition, Pop Up have a written **Policy on the Recruitment of Ex-Offenders**, which is made available upon request, and to prospective employees after having received a conditional employment offer and before we request a standard or enhanced DBS check - if applicable to the position in question.

In December 2018 Pop Up recruited a Board Chair who contributed HR expertise as founder/CEO of BAME Recruitment Ltd and supported us in developing a new People Strategy and inclusive recruitment guidelines, which include measures to prevent unconscious bias.

## ENDORSEMENT

This policy is fully endorsed by senior management and has been agreed with our Board of Trustees. It stands in conjunction with the **Equality Action Plan**, which translates the outlined aims into individual measures, and delineates monitoring mechanisms.



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Dylan Calder, Executive Director  
06.02.2020