Oriel Davies Gallery Equality and Diversity Policy 2020/2025

**Policy Statement**

*"Is it not the interest of the human race, that every one should be so taught and placed, that he would find his highest enjoyment to arise from the continued practice of doing all in his power to promote the well-being, and happiness, of every man, woman, and child, without regard to their class, sect, party, country or colour"*

[From a Paper Dedicated to the Governments of Great Britain, Austria, Russia, France, Prussia and the United States of America, published by Robert Owen, 1841. This is the 17th of 20 Questions to the Human Race]

Oriel Davies is committed to providing equality of opportunity for all current and prospective employees and to meeting the various legal obligations in the equitable recruitment, selection, development and remuneration of employees. Our aim is to make sure that all job applicants and subsequent employees receive equal treatment regardless of race, ethnic or national origins, religious beliefs, sex, marital status, disability, sexual orientation or HIV status.

Oriel Davies believes that everyone has the right to be treated with dignity and respect at work. We have adopted an equality and diversity policy which commits the gallery to fair, unbiased and objective employment practices and a work environment which is free of harassment and victimisation. It is the responsibility of every employee to assist the gallery in meeting this commitment. For this reason, acceptance of and adherence to the Oriel Davies equality and diversity policy forms part of every employee’s contract of employment.

1. **Introduction**

Oriel Davies is an independent public art gallery and a registered charity. Oriel Davies is a leading gallery of Wales and is committed to the bilingualism of this country and to encouraging and promoting the use of the Welsh language.

Oriel Davies is committed to providing equality of opportunity and treatment for all people connected in any way with the gallery:

1. **Our audiences and participants**
2. **The artists that we support and promote**
3. **Our current and prospective employees**
4. **Our Board of Trustees.**

Our aim is to ensure that all receive equal treatment regardless of race, ethnic or national origins, religious beliefs, sex, marital status, age, pregnancy / maternity, disability, history of illness, sexual orientation, community, background or political beliefs.

Our **Equality and Diversity Policy** is integral to all internal and external affairs of Oriel Davies, whether local, national, online or international

The **Equality and Diversity Policy** is integral to the constitution of Oriel Davies, its Management Committee, its staffing requirements and employment strategy, and its artistic and education policy.

The **Equality and Diversity Policy** is integral to Oriel Davies’ services to and dealings with the public, and will ensure that Oriel Davies’ services are effective and responsive to the needs of the gallery’s public, and

ensure, as far as possible, that all sections of the public have access to these services.

There is a specific **Welsh Language Policy** and Plan available

1. **Our Mission**

Oriel Davies connects people with contemporary art and culture in Mid Wales providing opportunities to experience artists working within a Welsh context in a stimulating, engaging, inclusive and welcoming environment.

**Context**

The Gallery’s immediate catchment area is Newtown, Montgomeryshire, North Powys and the surrounding villages. We have significant numbers of visitors from throughout Powys and beyond, over the Wales-England Border into Shropshire and Herefordshire. We deliver a range of services to a diverse community with different needs, some of which experience significant disadvantage. Our activity takes place over a wide geographic area.

2. **Oriel Davies Gallery Board of Trustees’ Directives**

The following was formally adopted by the Board as Oriel Davies’ Equality and Diversity policy:

#### Principles

This policy and the associated action plan sets out our equality and diversity objectives and plans for making Oriel Davies a fairer place to work and visit, where people can achieve potential, thrive and prosper. We will work to meet the needs of people as best we can.

**Policy Amplification**

In general terms, this policy statement recognises, promotes and has respect for human dignity and the value of human resources in law: in particular the sets of UK legislation which cover race discrimination, sex discrimination, equal pay, and disability. It is mindful too of the obligations inherent in ‘Codes of Practice’ laid down by the Equal Opportunities Commission (EOC) and the Commission for Racial Equality (CRE) with their recommendations for adoption ‘appropriate to the size and structure of organisations’.

**The Equality and Diversity Policy in Practice at Oriel Davies**

**Legislation**

Oriel Davies Gallery Trust is guided in its approach by current legislation, which imposes legal responsibilities on both the employer and individual employees.

**Forms of Discrimination**

**The following kinds of discrimination are against Oriel Davies’ Policy:**

* Direct discrimination, where a person is less favourably treated because of race, ethnic or national origin, religious beliefs, sex, pregnancy or marital status, disability or sexual orientation.
* Indirect discrimination, where a requirement or condition, which cannot be justified is applied equally to all groups but which has a disproportionately adverse effect upon a particular group.
* Victimisation, where someone is treated less favourably than others because he or she has taken action against Oriel Davies under one of the relevant Acts.

**Policy Implementation**

The Policy is integral to all internal and external affairs of Oriel Davies, whether local, national or international

The Policy is integral to the constitution of the Oriel Davies, its Management Committee, its staffing requirements and employment strategy, and its artistic and education policy

The Policy is integral to the Oriel Davies’ services to and dealings with the public, and we will ensure that Oriel Davies’ services are effective and responsive to the needs of the gallery’s public, and ensure, as far as possible, that all sections of the public have access to these services

Implementation of the Policy is structural rather than applied

With regards to employment, Oriel Davies regards this Policy as a commitment to make full use of the talents and resources of its employees and to provide an environment, which will encourage good and productive working relations

With regards to employment every individual will be treated equally and fairly and decisions on recruitment, training and career development will be based solely on objective criteria

Oriel Davies will monitor the effectiveness of the Policy implementation and our action points will be reviewed annually. The policy will be reviewed every four years.

**Action Plan**

**Our audiences and participants**

Customer and staff services are to be available in both Welsh and English as required. When this isn’t possible we will offer to deal with the matter through the medium of English or take details so that the issue can be resolved.

**Letters and e-mail**

All letters and emails will be responded to in the same format in which we receive them

**Telephone calls**

All calls will be answered bilingually in Welsh and English.

**Exhibition and engagement information**

All public information will be available in accessible formats. We welcome our visitors and participants to ask for specific formats that are relevant to their specific needs. We will aim to adapt information to suit all requests within 7 days.

**Webpages**

A separate Website Accessibility Statement is being developed 2020

Our website has been designed with reference to The Web Accessibility Initiative (WAI) guidelines. The Oriel Davies website strives to be perceivable, operable, understandable and robust . For further information [visit the RNIB Web Access Centre](http://www.rnib.org.uk/professionals/webaccessibility)

We will aim to meet any concerns regarding our webpages within 7 days

**Web based correspondence**

We will aim to respond to any web based correspondence with an acknowledgement within 48 hours and responded to within 7 days

**Social Media**

We will ensure that all of our social media activity is bilingual and does not cause offence. We will aim to acknowledge complaints within 24 hours and respond within 48 hours

**Signs and notices**

All signs and notices will be bilingual and aim to be accessible. We will acknowledge complaints within 48 hours and respond within 7 days. Oriel Davies’ corporate identity, Printed matter (available in a variety of formats) and Publicity and advertising material will meet these aims

We actively support people who identify as Disabled, BaME, LGBTQi or other protected characteristic. We aim to provide opportunities for all.

*“every man, woman, and child, without regard to their class, sect, party, country or colour” Robert Owen*

We act positively to ensure that our organization reflects our diverse and multicultural society.

**The artists that we support and promote**

Programme

Our programme aims to reflect the communities around us and encourage access to the arts for all. We are particularly aware of ensuring that those who might not usually access the arts have opportunities to participate and engage. The diversity of the work we programme and artists we work with reflects our audiences and communities, existing and new.

To reflect this in our programme we are aware that we need to work with artists who can speak to our audience in their own voice. Our programme targets specific identified audiences and particularly those with protected characteristics.

We actively support artists who identify as Disabled, BaME, LGBTQi or other protected characteristic.

Welsh artists, artists based in Wales and Welsh speaking artists are the focus of our programming regardless of protected charateristics.

**Our current and prospective employees**

**Recruitment and Selection**

The intention of the Gallery’s Recruitment Procedure is to ensure the most appropriate response to vacancies and to ensure that the highest quality of candidates applies and are appointed.

All vacancies will be advertised internally. In addition, posts may be advertised in external media publications where deemed appropriate. Internal advertising will be done via email /internal noticeboard.

The selection process is of vital importance and will be carried out according to predetermined and objective job-related criteria. When drawing up job descriptions / person specifications criteria should be directly related to the requirements of the post and care should be taken not to overstate these requirements. Use of a fair and justifiable person specification should ensure that discrimination does not take place. (There will be involvement of more than one person with shortlisting, interviewing and recording the reasons for selection / rejection of applicants).

The Gallery is committed to the employment of people where the criteria of the person specification are met and where they are the best candidate for the job as determined at interview. The Gallery will endeavour to make reasonable adjustments to ensure that any disadvantages arising from disability are minimised in relation to job performance.

Family friendly policies such as job sharing and part-time / flexible working will be considered and implemented where appropriate and consistent with the needs of the Gallery in accordance with the Gallery’s flexible working policy.

Positive discrimination occurs when a person is selected on the grounds of their sex or race when they are not the best person for the job. Positive discrimination is illegal and if practised it will be considered to be gross misconduct, which if upheld will result in dismissal.

The Gallery will ensure that all Gallery staff and Trustees involved in making selection decisions have received appropriate training.

The Gallery is committed to the use of positive action where it is deemed necessary

Action:

In 2021/2022 we will work with the staff, board and young people to discuss programming policy and artistic direction.

**Terms and Conditions of Employment**

Oriel Davies is committed to practicing equality of opportunity in its terms and conditions of employment. Equal pay will always be given for work of equal value.

Where employees have particular cultural or religious needs, or disabilities which may conflict with existing work requirements Oriel Davies will, wherever, practicable, seek to vary the requirements to enable such needs to be met, e.g. observance of prayer times, religious holidays.

**Training, Promotion and Career Development**

The Gallery will not discriminate in the provision and selection for training and development programmes. Appropriate training will be provided to all staff to enable them to perform efficiently in their job, to pursue development opportunities and develop their careers. Activities including promotion and training and development (which should be firmly based on the appraisal process) should be monitored.

The Gallery commits itself to ensure that training in equal opportunities legislation, codes of practice and raising awareness about discrimination forms an integral part of its training policy, induction and training activity.

**Sexual and Racial Harassment**

Sexual and racial harassment is a form of direct discrimination. Oriel Davies recognises that sexual and racial harassment may cause problems at work and will be actively discouraged. Sexual and racial harassment can reduce the effectiveness of Oriel Davies by undermining the confidence of employees, creating a threatening atmosphere and increasing sickness, absence and staff turnover.

Sexual harassment includes unwanted physical contact; suggestive remarks or behaviour; compromising invitations; demands for sexual favours and similar unwanted behaviour. Racial harassment is defined as any racial abuse or provocation deemed offensive by the recipient.

Sexual harassment by any employee, or trustee, is not permitted or condoned by Oriel Davies and all employees and trustees have a right to complain about such conduct. Staff should address such complaints in confidence.

**Disciplinary and Grievance Procedures**

Any grievance as a result of discrimination or harassment on the grounds of race, ethnic or national origins, sex, marital status, disability or sexual orientation will be taken very seriously by Oriel Davies.

If any employee believes that he or she or any other employee has been harassed or discriminated against or otherwise treated unfairly because of race, ethnic or national origins, sex, marital status, disability or sexual orientation, he or she should report the matter to the Chair or another member of the Board of Trustees as soon as possible. The Board of Trustees will conduct a full investigation and consultation with a view to establishing the facts and any steps which need to be taken, including disciplinary action.

Any allegations of discrimination or harassment of any kind will be dealt with seriously, expediently and confidentially and all employees will be protected against victimisation for bringing a bona fide complaint of sexual or racial harassment. Any member of staff who believes that he or she has been harassed or discriminated against are encouraged to raise the matter as soon as possible so that remedial action can be taken by Oriel Davies.

In addition, or as an alternative to a formal complaint, employees who are victims of minor sexual or racial harassment are advised to make it clear to their harasser that the behaviour is unacceptable and must stop. If an employee is unable to do this verbally then a written request (explaining the distress which the behaviour is causing) handed to the harasser may be effective.

**Responsibility**

All employees have personal responsibility for the practical application of this Policy. You should note that, under the Acts referred to above, employees are made personally liable for acts of discrimination committed by them. You may be liable to pay your victim compensation.

Providing Equal Opportunities requires much more than a formal statement. This Policy is intended to help create the necessary conditions for success but each individual in the Trust must contribute. The Policy will be brought to the attention of everyone in the Trust and will be kept under regular review.

**Communicating the Equal Opportunities Policy**

The Equal Opportunities Policy will be communicated in the following ways:

* Ensuring that employees are aware of the existence and location of the full Policy and any related Policies (e.g. harassment, grievance).
* Ensuring that employees are aware of the Policy in all relevant situation (e.g. recruitment/selection, appraisal).

**Our Board of Trustees**

**Recruitment and Selection**

The intention of the Gallery’s Recruitment Procedure is to ensure the most appropriate response to vacancies and to ensure that the highest quality of candidates applies and are appointed.

All vacancies will be advertised in external media where appropriate.

The selection process is of vital importance and will be carried out according to predetermined and objective job-related criteria. When drawing up job descriptions / person specifications criteria should be directly related to the requirements of the post and care should be taken not to overstate these requirements. Use of a fair and justifiable person specification should ensure that discrimination does not take place. (There will be involvement of more than one person with shortlisting, interviewing and recording the reasons for selection / rejection of applicants).

The Board is committed to the appointment of Trustees where the criteria of the person specification are met and where they are the best candidate as determined at interview. The Board will endeavour to make reasonable adjustments to ensure that any disadvantages arising from disability are minimized.

Board meetings will be held at the Gallery with the option to attend via online virtual meeting spaces.

The Board will ensure that Trustees involved in making selection decisions have received appropriate training.

The Board is committed to the use of positive action where it is deemed necessary

**Terms and Conditions of Board Members**

Oriel Davies is committed to practicing equality of opportunity in its terms and conditions.

**Training**

The Board will not discriminate in the provision and selection for training and development programmes. Appropriate training will be provided to all Trustees to enable them to perform efficiently in their role.

The Board commits itself to ensure that training in equal opportunities legislation, codes of practice and raising awareness about discrimination forms an integral part of its training policy, induction and training activity.

**Sexual and Racial Harassment**

Sexual and racial harassment is a form of direct discrimination. Oriel Davies recognises that sexual and racial harassment may cause problems at work and will be actively discouraged. Sexual and racial harassment can reduce the effectiveness of Oriel Davies by undermining the confidence of employees, creating a threatening atmosphere and increasing sickness, absence and staff turnover.

Sexual harassment includes unwanted physical contact; suggestive remarks or behaviour; compromising invitations; demands for sexual favours and similar unwanted behaviour. Racial harassment is defined as any racial abuse or provocation deemed offensive by the recipient.

Sexual and Racial harassment by any trustee, is not permitted or condoned by Oriel Davies and all trustees have a right to complain about such conduct. Staff should address such complaints in confidence to the Chair or another Trustee.

**Disciplinary and Grievance Procedures**

Any grievance as a result of discrimination or harassment on the grounds of race, ethnic or national origins, sex, marital status, disability or sexual orientation will be taken very seriously by The Board.

If any Trustee believes that he or she or any other Trustee has been harassed or discriminated against or otherwise treated unfairly because of race, ethnic or national origins, sex, marital status, disability or sexual orientation, he or she should report the matter to the Chair or another member of the Board of Trustees as soon as possible. The Board of Trustees will conduct a full investigation and consultation with a view to establishing the facts and any steps which need to be taken, including disciplinary action.

Any allegations of discrimination or harassment of any kind will be dealt with seriously, expediently and confidentially and all employees will be protected against victimisation for bringing a bona fide complaint of sexual or racial harassment. Any member of The Board who believes that he or she has been harassed or discriminated against are encouraged to raise the matter as soon as possible so that remedial action can be taken.

In addition, or as an alternative to a formal complaint, Trustees who are victims of minor sexual or racial harassment are advised to make it clear to their harasser that the behaviour is unacceptable and must stop. If an employee is unable to do this verbally then a written request (explaining the distress which the behaviour is causing) handed to the harasser may be effective.

**Responsibility**

All Trustees have personal responsibility for the practical application of this Policy. You should note that, under the Acts referred to above, Trustees are made personally liable for acts of discrimination committed by them. You may be liable to pay your victim compensation.

Providing Equal Opportunities requires much more than a formal statement. This Policy is intended to help create the necessary conditions for success but each individual in the Trust must contribute. The Policy will be brought to the attention of everyone in the Trust and will be kept under regular review.

**Communicating the Equal Opportunities Policy**

The Equal Opportunities Policy will be communicated in the following ways:

* Ensuring that Trustees are aware of the existence and location of the full Policy and any related Policies (e.g. harassment, grievance).
* Ensuring that Trustees are aware of the Policy in all relevant situations (e.g. recruitment/selection, appraisal).

**This is the end of the Policy. Below this line are the current Action Points**



**ACTION POINTS FOR 2021/2022**

**Our audiences and participants**

### The Policy has undergone a full review in 2020 to cover the period 2020/2025

**Our premises & public face**

Progress

2020

Oriel Davies has an open to all policy and its galleries are fully accessible and welcoming to all people. The premises have excellent access throughout. We are open 10.00am – 5.00pm Monday – Saturday, free admission. Our Front of House staff members are always welcoming to all and ensure that the needs of all are addressed to the very best of the Gallery’s ability.

All greetings are bilingual.

Our website will be updated to ensure that it is more accessible for staff and audience. We will refer to Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

We have a Website Accessibility Statement.

Action Points

2021/2022

Review opening times post pandemic

Review our accessibility with Disability Arts Cymru

We will provide opportunities for our audience to help us to see how we can improve our accessibility.

**The artists that we support and promote**

**Programme**

Progress

2020

We increased the diversity of the work we programme to reflect our audiences and communities, existing and new by working with Welsh language speakers, people of colour, multi-ethnicity, LGBTQi artists and disabled artists.

### We will introduce a system of project outlining that encourages a focus on ensuring equality and diversity by being audience-centric. We will aim to ensure that our programme targets specific identified audiences and particularly those with protected characteristics. Following the restructure we are much audience focused and so we have not needed to implement a project outlining system.

**Action Points**

**2021/2022**

**To remain focused on the voices and stories we can tell in our community. To remain focused on challenging racial inequalities, to develop projects that are inclusive and ensure that our programme is diverse and accessible**

**Our current and prospective employees**

**Actions around diversifying the staff**

Progress

2021

Oriel Davies underwent a major restructure in 2019/20.

Core staff is currently made up of x2 full-time and x5 part-time staff. Following the pandemics and the lockdown we were unable to provide work for x5 casual relief staff. We have continued to work with x1 casual technical support on a reduced basis, x1 Self employed cleaner. We have now appointed a part-time, Marketing assistant through the Jobs Growth Wales Scheme and a number of additional Front Of House Assistants.

2 are male

10 are female

3 members of staff are actively learning Welsh with the support of the organisation

1 member of staff speaks Welsh as a second language.

We actively support people within the organization who identify as Disabled, BaME, LGBTQi or other protected characteristic.

Gallery working conditions include possibilities for job sharing, flexible hours and home working where feasible.

Action Points

2021/2022

Although we have seen developments in Welsh language awareness we will continue to support staff members with Welsh Language training.

Our recruitment for staff is always undertaken through advertising and interview.

We also work where possible with freelance arts professionals with additional language capabilities. This could include Welsh, Sign and other languages relevant to specific audiences. This continues to be an area for development

We promote job vacancies through Disability Arts Wales and Race Council Cymru. We will promote via twitter, Facebook and Instagram. We will continue to find ways to reach a more diverse audience for job vacancies and opportunities.

**Our Board of Trustees.**

**Progress 2021**

**Actions around diversifying the make-up of the Board**

Oriel Davies Board is currently made up of 11 Trustees: 5 are female and 6 are male. All are over 40 years of age including one individual with access requirements. Oriel Davies is actively recruiting for more Trustees this year and is looking to increase diversity through this process. There are gaps in diversity on the Board, most specifically in BaME, Welsh language and young people. Trustees representing other gaps will continue to be sought. Having successfully recruited 5 new board members in 2020 we now enter 2021 in a positive position. We now need to take stock and so an action to develop job descriptions and conduct a skills audit in 2021/2022

We will continue to review staff and board awareness of Diversity through training opportunities. The aim will be to help draw talent from as varied and representative a pool as possible, and to produce work that speaks to the breadth of our audiences. As our programme, although hugely disrupted in 2020, included and reached a diverse audience we were able to bring a number of issues to the fore for our board. In particular our partnership with Disability Arts Cymru has been particularly positive

We will seek to further embed equality and diversity in our organization so that it informs our artistic as well as managerial policy ensuring that we, as part of Arts Portfolio Wales, are unified in our resolve to reflect the reality of our diverse communities.

**Implementation and Monitoring**

The Oriel Davies Board of Trustees will ensure that this policy is supported at the highest level in our organisation. The Director will take the lead in its implementation and monitoring and will ensure that the policy is monitored regularly and targets and timescales adhered to.

**Action Points**

**2021/2022**

In 2021/2022 the Board will develop Job Descriptions for all board members and conduct a skills audit

Develop relationship with Disability Arts Cymru

**This policy will be assessed and revised at least every year.**