

DCA Equity, Diversity, Inclusion (EDI) Policy

Policy Statement

Promoting equity and valuing diversity are fundamental to DCA's core values and mission with the principles of inclusiveness, tolerance and fairness central to all our work.

We believe that working towards social justice is our civic responsibility, central to our success and a vital part of how we deliver public benefit in Dundee and across Scotland. Our EDI Policy, and accompanying Work Plan, are part of our commitment to ensuring that everyone can access and engage with DCA, our programme, building, employment and support.

This policy aims to set out our commitment to be inclusive, diverse and equitable. This will enable us to achieve DCA's vision, to enrich people's lives through art, culture and creativity.

What do we mean by equity, diversity and inclusion?

Equity

Whilst equality means treating everyone the same regardless of their experiences, background or identity, equity recognises that people may have different advantages and barriers in society, and that we do not all have the same starting point and journeys.

Diversity

Diversity is anything that makes us different to each other, including genders, races, age, sexual orientation, religions, languages, disabilities, health conditions, and professional, cultural, socioeconomic and educational backgrounds.

Inclusion

Inclusion is actively welcoming and making space for people with diverse perspectives, backgrounds, identities and experiences, that differ from the dominant culture, and acknowledging that current systems and cultures have to change. Inclusion can be felt but also manifested through systems, processes, policies, language and behaviours.

DCA's approach

Our approach is intersectional and we understand that people, including staff, artists, participants and audiences, can sit within multiple protected or marginalised groups and can have diverse access needs. We acknowledge inequalities and systemic inequities, and our organisational and individual responsibilities and roles to take steps to address these.

As well as the protected characteristics outlined in the 2010 Equality Act, which cover age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation, we also note paternity, gender, the menopause, socio-economic background, and parenting and caring responsibilities amongst other potential areas of discrimination and unequal treatment.

DCA will not accept unfair or less favourable treatment, or any form of discrimination, on the grounds of these characteristics, backgrounds, circumstances and identities.

These principles of equity, diversity and inclusion are shared across the organisation, from members of the Board of Trustees to staff, with a shared belief in the positive implementation of these values in all aspects of our work.

We know that we will not always get everything right and are open and committed to listening, learning and improving our work, behaviours and interactions at every opportunity.

DCA commitments

We will:

1. Foster and promote a culture that values difference, supports needs, listens and learns.

- Not unlawfully discriminate because of the protected characteristics in the Equality Act 2010, while also noting additional areas of potential unequal treatment
- Ensure EDI is not compartmentalised or resting with a single team or staff member but embedded across DCA and our approach to all areas of our work
- Support a regularly meeting EDI group, drawn from across DCA, that is attended by and feeds back to senior leadership
- Incorporate staff feedback and guidance into actions and initiatives
- Undertake regular training across a range of equalities areas, to ensure all staff have a shared understanding of our commitments and that people are properly equipped to support others in their areas of work
- Focus on DCA values when planning and making decisions: bold, open, meaningful, magical, caring

2. Provide equity, fairness and respect for all in our employment, including artists and creative practitioners, whether temporary, part-time, full-time, freelance, casual or paid placement, from recruitment through to fair work.

- Create a work environment that is free from discrimination and prejudice, that allows everyone to bring their authentic selves to work and where individual differences are recognised and valued
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, audiences, artists, suppliers, the public and any others in the course of the organisation's work activities, with complaints processes made clear and dealt with fairly
- Review and update employment practices, policies and procedures in light of feedback from applicant surveys, changes to the law and best practice, and guidance from specialist third parties or trainers.
- Survey the demographic make-up of the DCA workforce, alongside their experience of working at DCA, to enable us to better understand the needs of staff, to make evidence-based decision-making, and to undertake initiatives to improve equality, diversity and inclusion.
- Support a regularly meeting Staff Engagement Group, drawn from across DCA, that feeds back to senior leadership.

3. Celebrate a rich and varied creative programme, that includes underrepresented voices and platforms intersectional issues.

- Regularly review activity and plans across Exhibitions, Cinema, Print Studio and Learning, to ensure diversity of artistic voice and representation
- Create, fundraise and advocate for targeted projects and programmes to focus on key areas for research and action
- Sustain a culture where discussion around intersectional issues is encouraged and welcomed, audiences feel safe and informed, and public facing staff are supported to discuss with visitors
- Ensure that our public programmes, publications and events feature invited guests and speakers with a diverse range of backgrounds and identities
- Maintain an openness and welcoming approach that enables community organisations to directly contact DCA to engage on partnership projects

4. Ensure DCA's building and programme are welcoming to all audiences, addressing barriers and supporting visitors and participants with particular access needs.

- Provide a full Access Guide on the DCA website, with photographs and information about the building and what to expect, as well as information on parking and facilities
- Offer different accessibility options for viewing online information on the DCA website
- Provide a range of communication formats and platforms, including exhibition guides in easy-read, large print, braille and audio formats, and film screenings with subtitles, audio descriptions, and increased volume for Hard of Hearing audiences
- Programme weekly Bring A Baby and Senior Citizen Kane screenings
- With consent of visitors, log noted access requirements on Box Office system to ensure smooth customer service
- All spaces and facilities, including the Print Studio, accessible for visitors using wheelchairs or mobility aids
- Ensure exhibitions are accessible to audiences with a range of needs, including providing seating in all shows
- Undertake regular access audits to ensure physical access to all areas of DCA for staff and public and respond to feedback and make necessary changes as appropriate
- Provide gender neutral bathroom facilities for visitors, including free sanitary products in all bathrooms
- Make pronoun badges available for all staff, and encouragement of pronoun inclusion in email signatures

Policy Implementation

The Director has specific responsibility for the effective implementation of this policy, working with the Senior Management Team and the EDI group for guidance, support and collective leadership. All staff are expected to have read and understood the policy.

An EDI Workplan sets out five key aims for the period of the current Business plan, aims which are SMART (Specific, Measurable, Achievable, Relevant, Time Bound) delivered by the Senior Management Team, and monitored by the EDI Group.

At Board level, EDI is overseen by the HROD (Human Resources and Organisational Development Committee) and the Board EDI champion is Thomas Veit, who can be reached at thomas.veit@dca.org.uk. The HROD Committee is responsible for reviewing this policy every two years.

The Equality Act 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society, irrespective of the following protected characteristics:

- age
- Disability (including D/deaf and neurodivergent people)
- gender reassignment
- marriage/civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Additional Notes on Protections and Support

As well as these protected characteristics, as outlined in the 2010 Equality Act, we acknowledge other characteristics, backgrounds and identities can result in potential discrimination and unequal treatment, including paternity, gender, the menopause, socio-economic background, and parenting and caring responsibilities.

Paternity

DCA recognises employees taking paternity leave, affording them the same protections as those taking maternity leave. Those taking Maternity and Shared Paternity Leave are entitled to 6 months full pay, followed by statutory pay. Details are available in our Maternity, Paternity and Shared Parental Leave Policies.

Trans Staff

DCA acknowledges that the Act provides protection for both men and women, as well as members of the trans community. Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. The Act no longer requires a trans person to be under medical supervision to be protected. A trans man is someone who is assigned female at birth but identifies and lives as a man, and a trans woman is someone who is assigned male at birth but identifies and lives as a woman.

It is discrimination to treat trans people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they if they were absent because they were ill or injured. DCA will always respect and support any transitioning employee, protecting their dignity and privacy throughout this process. Details are available in our Trans Support Policy.

Non-binary Staff

DCA further recognises and protects non-binary people. Non-binary identities are varied and can include people who identify with some aspects of gender binary identities, while others reject these identities entirely. Details are available in our Trans Support Policy.

Menopause

DCA understands that going through the menopause and experiencing symptoms of the menopause can be extremely challenging for some people. We further understand that some symptoms of the menopause may constitute a disability and those experiencing these symptoms may be protected under the Equality Act 2010. All people experiencing the menopause are supported through our Menopause Policy and Guidelines.

Socio-economic background

Maintaining a diversity of socio-economic background relies on us having a fuller understanding of staff's backgrounds, in order for us to assess the fairness of our recruitment process and workplace, and to take initiatives to address issues. The DCA staff survey in December 2023 asked for details of staff's schools and their parents' occupations and education levels, in line with the Employers' Toolkit on Socio-economic Diversity and Inclusion published by the Social Mobility Commission.

Parenting and Caring

We acknowledge that staff may have responsibilities with families, partners and friends, which may include commitments such as parenting, providing support, or looking after someone who is disabled, has chronic or long-term illnesses or conditions, is undergoing medical treatment or taking them to appointments. DCA can support formal changes to working patterns to accommodate this through a flexible working request, or informal changes, made in agreement with your line manager and the People Manager. DCA's Flexible Working Policy and Hybrid Working Policy can support parents and carers, and the Carer's Policy also gives details of paid leave that is available to staff.

Pre-employment health-related checks

The Equality Act 1970 limits the circumstances when employers can ask health-related questions before an individual is offered a job. Up to this point, health-related questions will only be asked to help us to:

- decide whether we need to make any reasonable adjustments for the person to the selection process
- decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- monitor diversity among applicants
- take positive action to support people with a protected characteristic

Equal Pay Act 1970

The Equal Pay act states that men and women must be treated equally by employers, prohibiting any less favourable treatment in terms of pay and conditions of employment. Equal work means equal pay, which covers salary, pension, working hours, annual leave allowance, holiday pay, redundancy pay and sick pay.

Whilst strictly adhering to the Act, DCA also acknowledges the gender pay gap, a different but related issue, whereby women are paid less than men due to being more likely to take career breaks for parenting, to work part-time, and to have caring and household responsibilities, and due to the over representation of women in lower paid jobs.

While DCA does not have to legally report on the gender pay gap as we have less than 250 employees, the Director, Finance Director and the People Manager closely monitor pay across the organisation, and ensure that there is no gender pay gap, and that people are paid equally and fairly for their work, in comparison to their colleagues.

Types of discrimination as set out in the Equality Act 2010

Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic.

Harassment

Harassment is behaviour from others that is unwanted, that violates your dignity or creates an environment that is intimidating, degrading, offensive or humiliating. It can be related to a protected characteristic, even if you do not have that characteristic.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance, or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Microaggressions

DCA recognises that less overt forms of discrimination can take place, both consciously and unconsciously, intentionally and unintentionally. Insensitive and stigmatising comments, behaviours and actions, known as microaggressions, can target people with marginalized identities and characteristics. We acknowledge the history of psychiatric and cultural research and use of

this term in relation to race and anti-racist work. These microaggressions are covert and everyday discriminations, often undetected and denied by those in the dominant culture, and can cause stress, pain and exhaustion in those experiencing them.

Microaggressions are taken seriously at DCA because they signal disrespect and reflect inequity. We aim to create a safe, welcoming and inclusive workplace, where microaggressions are acknowledged, challenged and combatted, through training, open conversations, feedback, clear routes for complaints, with outcomes and necessary actions implemented.

Dignity at Work

DCA's Dignity at Work Policy sets out our ambitions for a workplace that is free of harassment, bullying and victimisation, where employees can be confident that their complaints will be dealt with fairly, in accordance with procedures, and without fear of subsequent victimisation or disadvantage. DCA's Board Champion for Dignity at Work is Amira Abougazia who can be contacted at amira.abougazia@dca.org.uk

Monitoring

This policy is active and will be monitored by the Senior Management Team and regularly reviewed by the staff EDI group and the HROD Committee, in conjunction with the EDI Work Plan.

Demographic and staff satisfaction feedback will be gathered through annual staff surveys to ensure this policy is relevant and up to date.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation should raise the matter using DCA's Dignity At Work policy and Grievance Procedure, available in the staff handbook, through our BreatheHR portal, DCA's People Teams channel, and from hrenquiries@dca.org.uk.

Further information for staff and managers about what may constitute bullying, harassment, or discriminatory behaviour in the workplace, can be found in this policy.

Further advice can be obtained from the People Manager faith.mcdonald@dca.org.uk. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

External Complaints

Customers who believe that they have been discriminated against by DCA or that we have not by our actions fulfilled our commitment to equity, diversity and inclusion should get in touch as outlined in our complaints policy on our website and available by email.

Beth Bate
Director
February 2024