



ASSOCIATION OF RUSSIAN BALLET & THEATRE ARTS

(non-profit making organisation)

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ARBTA EQUALITY, DIVERSITY AND INCLUSION POLICY

INTRODUCTION

We live in a diverse, contemporary and changing society. In line with a belief in the principles of social justice and the active promotion of equality for all, ARBTA is committed to equality of opportunity not only in employment and personnel practice, but also in its examination and assessment services.

This document outlines ARBTA's obligations under the framework of existing legislation and its intention to abide by and comply with, not only the requirements, but also the spirit of the legislation. ARBTA will take steps to ensure that all policies, procedures, and processes are in accord with this policy.

POLICY STATEMENT

ARBTA opposes discrimination, or harassment, of anyone because of their race, ethnicity, national origin, culture, gender, sexual orientation, marital status, disability, class, age, religion, or employment status.

All ARBTA staff, examiners, contractors and students are required to comply with this policy statement. Any complaints of discrimination or harassment will be treated seriously. They will be fully investigated and may result in disciplinary action.

ARBTA will provide briefing opportunities for all staff, examiners and contractors relating to this policy and its implementation.

ARBTA will take steps to monitor this policy to ensure the effectiveness of its implementation.

IMPLICATIONS OF LEGISLATION

If legal requirements are contravened both ARBTA and the individual concerned may be liable to legal proceedings. If ARBTA, as employer, can prove that it has taken the necessary steps to prevent acts of discrimination, only the individual would be considered liable for that unlawful act. It is essential that all persons bound by this policy are aware of their obligations under the law, as ignorance is not a defence.

DEFINITION OF TERMS

Direct discrimination results from treating a person less favourably because of their race, ethnicity, national origin, culture, gender, sexual orientation, marital status, disability, class, age, religion, or employment status. Indirect discrimination arises when a condition or a requirement, although applied equally, has the effect of excluding, penalising, or treating particular groups less favourably.

Victimisation occurs if a person is given less favourable treatment than others because they have exercised their rights under relevant legislation.

Harassment is defined as: "any hostile or offensive act, deliberate or otherwise, or any unwelcome attention against an individual or group; any incitement to commit such acts; any actions which affect a person's safety or comfort, or which demean that person in any way".

The following list provides examples of acts that might occur in incidents of harassment:

- physical assault and abuse;
- verbal threat and abuse;
- unwelcome physical contact;
- derogatory name-calling, insults, demeaning jokes;
- offensive comments;
- incitement of others to behave in an oppressive manner;
- provocative behaviour, mimicry;
- refusal to co-operate in accepted ARBTA activities;
- with other people on grounds of their race, gender;
- sexual orientation, marital status, disability, class;
- age, religion or employment status;
- wearing of racist or sexist badges or insignia;

- graffiti directed against an individual or vulnerable group;
- displaying or distributing leaflets etc containing offensive material;
- attempting to recruit other users, staff or students;
- to racist organisations or groups.

ACCESS

All entry requirements for ARBTA qualifications will relate to standards specified by ARBTA. All ARBTA centres must ensure that all potential candidates who meet the entrance qualifications have equal access to ARBTA awards. ARBTA centres must not discriminate in providing access to opportunities and facilities for candidates.

MARKETING

ARBTA's policy will appear in ARBTA publications and on its website. Marketing materials must avoid race and gender stereotyping.

EXAMINATIONS OFFERED

ARBTA will ensure that the content of qualifications complies with this policy by avoiding stereotyping by using positive role models, accessible language, and diverse material.

STAFFING

All applicants will have equal access to employment opportunities, providing that they meet the requirements of the job description and person specification. ARBTA will not discriminate in providing access to training, promotion and career development opportunities. Under-represented groups will be encouraged to apply for posts and to participate fully in the work of ARBTA.

IMPLEMENTATION AND DISSEMINATION

Copies of this policy will be available to all ARBTA staff, examiners and contractors. Further copies of the policy can be obtained from ARBTA. All employees and contractors are to be briefed on this policy at their induction.

COMPLAINTS & GRIEVANCE PROCEDURE

Members of staff, examiners or contractors can use the Grievance Procedure if they feel they have been treated in breach of this policy. ARBTA management will treat such complaints seriously and take prompt action on any grievance concerning discrimination, victimisation, or harassment.

Grievance Procedure

Step 1 - Statement of Grievance

The member of staff, examiner, or contractor (complainant) must set out details of the grievance and send it to the Chair of Directors of ARBTA who will investigate.

Step 2 – Meeting

The Chair of Directors and one other Director will invite the complainant to a meeting after there has been a reasonable time to consider the grievance. After the meeting the Chair must inform the complainant of the decision and notify them that there is a right of appeal against the decision.

Step 3 - Appeal

If the complainant wishes to appeal, they must inform the Chair of Directors and a further meeting must be arranged. After the meeting the Chair must inform the complainant of the final decision.

Further, if the complainant remains dissatisfied they may use the formal ARBTA complaint procedure as outline in the ARBTA Complaints Policy.

DISCIPLINE

Acts of discrimination, victimisation and harassment as defined in this document, perpetrated by ARBTA members of staff, examiners, and contractors against others, will result in disciplinary action. This will also apply to those who attempt to induce others to discriminate, victimise or harass. Failure to comply with, or adhere to, this policy will be treated as a disciplinary offence.

POLICY REVIEW

No policy document can remain static and must be subject to changes. It is the intention of the ARBTA Directors to keep this policy under review to ensure that ARBTA's commitment to equality, diversity, and inclusion, as set out in the Policy Statement is adopted, and fully implemented.

EQUALITY, DIVERSITY AND INCLUSION MONITORING

This policy will be monitored by the ARBTA Management and Board of Directors. ARBTA monitors this policy for all its qualifications through the following means:

1. Market research processes

ARBTA will consult with all stakeholders to keep under review the accessibility and manageability of its qualifications for learners and to ensure that these are continuing to meet learner needs.

Where market research processes identify the need for new qualifications, the Executive Examiners Committee will ensure that any equality, diversity, and inclusion issues are considered as part of the market research to identify potential barriers for access.

2. Consulting user groups

ARBTA has many user groups that it consults with, and who provide valuable information regarding access to qualifications and assessment. These include:

- Centres - ARBTA, through its Centres, can supply the organisation with information about potential barriers to assessment based on their experience of teaching learners.
- Examiners – ARBTA examiners all bring with them a diverse range of expertise across a range of different subjects and disciplines. Examiners can feed back any issues to ARBTA that they have identified in the operation of their qualifications relating to access to assessment.
- Other organisations - ARBTA consults with other education and training organisations to ensure that any issues related to potential barriers to assessment can be identified.

3. Reasonable adjustment/special consideration

ARBTA will monitor all requests for reasonable adjustment/special consideration to consider whether the amount and type of requests have a relationship to potential barriers to equality of opportunity and/or accessibility, which could be resolved through amendments and revisions to the format and structure of examinations and assessments. If such a relationship is found, the Responsible Officer will:

- Provide a report to the Examinations Standards Committee proposing changes to the format and structure of examinations and assessments. On agreement by the Examinations Standards Committee, thence the Directors, the proposed changes will be instituted within an appropriate timescale to cause minimum disruption to the assessment and awarding processes.
- Records of such instances will be kept, and a report will be made in the self-assessment report about the number of instances this has occurred and what has been done to mitigate these.

4. Collection of other forms of data, which might impact upon equal opportunities

- ARBTA collects data on age, gender, and ethnicity through the registration process which it will monitor regularly to ensure that no groups are being disadvantaged or denied access.
- ARBTA also collects data on disability through requests for reasonable adjustment and monitors these as detailed above.
- ARBTA will monitor teachers on their compliance to this policy to ensure that teachers are treating all learners fairly and that all learners have fair access to assessment and are not discriminated against in any way. Any teacher found not complying with the policy may be subject to malpractice investigations as part of the Malpractice Policy.
- ARBTA will monitor its examiners and staff to ensure that they comply with this policy. Any member of staff found to be not complying with the policy may be subject to disciplinary procedures.

Advice Received	GQAL	2022
Approved	Management Committee	2022
Next Review 2023		