

Equal Opportunities Policy

The British Ballet Organization has a firm commitment to ensuring equality of opportunity exists throughout the Organization and in its services to its client groups. It acknowledges a constant need to be vigilant to ensure that none of its personnel should act in any way that will discriminate in terms of gender, disability, race, religion, sexual orientation, social background or age.

In the interests of everyone involved in delivering and accessing British Ballet Organization qualifications the Organization has willingly embraced an Equal Opportunities Policy. All BBO employees are required to make sure there are no discriminatory practices in any procedures or practice of the Organization. The BBO recognises that teachers are not its employees. It respects the fact that teachers have their own responsibilities for the way in which they run their classes, studios and schools, but it hopes that teachers will find no problem in ensuring that the way in which they deliver BBO qualifications does not conflict in any significant way with the Equal Opportunities Policy below.

The BBO aims to achieve this by:

- Addressing the right and need for everyone to be treated with respect and dignity in an atmosphere free from threat or abuse
- Ensuring that no-one receives less favourable treatment which cannot be justified in relation to good employment practice, individual merits and abilities

Purposes

- To promote positive attitudes to equality in all personnel
- To ensure no-one considers themselves to be discriminated against
- To ensure the standards of the Organization are not compromised by prejudiced expectations of anyone's capabilities
- To challenge discrimination relating to behaviour, attitude and levels of achievement
- To ensure the activities of the Organization demonstrate acceptance of cultural and social diversity

Guidelines

- Every contact and procedure within the Organization is affected by the BBO's Equal opportunities policy. It affects most explicitly such procedures as those involved in, appointments, customer service, teaching, examining. A culture must exist throughout the Organization in which everyone is conscious of, and willing to, challenge inequality
- Any changes made within the Organization must be consistent with the principles of equality of opportunity
- Contacts and procedures should avoid stereotyping people, and should discourage them from stereotyping themselves
- Ways of treating people, and attitudes to issues such as dress, verbal and non-verbal behaviour will be non-discriminatory
- Access to all services and activities of the BBO will be non-discriminatory

- Appointments, professional development and promotion are undertaken on the basis of skills, qualifications, experience, aptitude and abilities employees bring to the job
- All employees must receive a copy of this Equal Opportunities Policy and be informed that they are expected to comply with it, and to contribute new ideas which will improve the Policy
- All learning resources, literature, marketing and publicity materials made available to client groups must be free from stereo types, and discriminatory assumptions, images and language
- Should anyone within the Organization be aware of any discriminatory practice occurring this must be reported to an appropriate line-manager or senior member, who will take action to investigate and deal with the matter.
- This policy will be monitored and reviewed for its effectiveness on a regular basis
- The guidelines take account of the relevant provisions of the Sex Discrimination Act (1975), Race Relations Act (1976), the Disability Discrimination Act (1995), the Rehabilitation of Offenders Act (1974) and the Human Rights Act (1998).

Implementation:

The success of this policy depends upon the commitment of everyone working for the BBO, and it is their responsibility to comply with its terms. A climate must exist where everyone working for the BBO can go about their business in an atmosphere free from threat and abuse.

Monitoring:

The effectiveness of this policy relies on all employees being vigilant, reporting any instances where the BBO's Equal Opportunities policy is being violated. The effectiveness will also be monitored by the Quality Assurance Manager and the Review Committee on a regular basis through the following:

- Analysis of evaluation feedback forms from centres
- Analysis of records of comments made on training courses for teachers and examiners, and in correspondence, phone calls etc
- Analysis of examination entries and results
- Examiners' reports on examination sessions

Complaints

Harassment:

Where anyone working for the Organization feels that they are being harassed the details should be reported to the appropriate line-manager or a senior member of staff. Personal harassment is behaviour that is objectionable and offensive and which might threaten the victim's security or create an intimidating or hostile environment, which may hinder them in their performance. Bullying is included in this category.

Equal Opportunities in centres:

Those working and examining in centres must ensure their language (spoken and written) does not contain racist, sexist and other discriminatory assumptions. Verbal and non-verbal communication must meet the principles of inclusion.

Staff development:

All working for the BBO will be given awareness raising opportunities so that the Equal Opportunities Policy can be implemented and promoted effectively. All staff will have equal access to training and development