



EQUALITY, DIVERSITY AND INCLUSION POLICY

Scope of the Policy

This Policy applies to all members of Dunedin Consort, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Dunedin Consort, and all members of the public who participate in Dunedin Consort activities.

This Policy is available to contracted musicians and workshop leaders via a link on the project schedule, and to all staff and board as part of their induction pack materials.

This document comprises:

- Statement of intent & legal framework
- Details of the Designated Equality, Diversity and Inclusion Officer
- The Policy, including Dunedin Consort's responsibilities
- Individual responsibilities
- Unacceptable actions or behaviour
- Concerns and complaints
- Procedure for reporting concerns
- Equality, Diversity and Inclusion reporting form
- Confidentiality
- Monitoring and Review
- Contact details
- Legal Context and Definitions, definitions of bullying and harassment and types of discrimination
- Codes of practice

Statement of intent

Dunedin Consort opposes all forms of unlawful discrimination and is committed to promoting and implementing equality of opportunity. This includes in relation to pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities. Dunedin Consort aims to create a working environment based on fostering good relations between all people, with a shared commitment to promoting respect for all, and challenging and preventing prejudice, discrimination, harassment and stereotyping. Dunedin Consort is committed to inclusiveness, which embraces diversity by valuing and respecting the perspectives and contributions of all our staff, to the benefit of all people associated with Dunedin Consort. Encouraging this behaviour is both good practice and accords with Dunedin Consort's purpose and ethos.



Legal framework on which this policy is based

- Human Rights Act 1998
- Equality Act 2010
- Equality Act (Specific Duties) (Scotland) Regulations 2012
- The Scottish Commission for Human Rights Act 2006
- The Hate Crime and Public Order (Scotland) Act 2021

DUNEDIN CONSORT, 77 MONTGOMERY ST, EDINBURGH, EH7 5HZ, SCOTLAND, UK
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Directors: Jenny Stewart (Chair), Mark Batho, Cathy Bell, Susie Gray, Kate Molleson, Philip Rodney, David Strachan
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This policy should be read in conjunction with our other policies as follows:

- Environmental Policy
- Child & Young Adult Protection Policy
- Health and Safety Policy (pending)
- HR Policy (pending)
- Musicians and Staff Charter (pending)

At the time of writing (June 2022), Dunedin Consort's Designated Equality, Diversity and Inclusion Officer (DEDIO) is:

Name: Jo Buckley, Chief Executive

Start date: 2 August 2022

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The Policy

- Dunedin Consort aims to ensure that all members of its community are treated with fairness, equality, dignity and respect.
- Dunedin Consort will apply this policy in compliance with and in the spirit of the relevant legislation.
- Dunedin Consort will not discriminate on grounds of age, disability, gender reassignment¹, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (hereafter referred to as the 'protected characteristics') in any decisions concerning staff recruitment and selection, career development, promotion, staff development opportunities, pay and remuneration, or reward and recognition.
- Dunedin Consort will not discriminate on grounds of any protected characteristics, in decisions concerning admissions, opportunities, progression or support provision.
- Dunedin Consort will not discriminate against any person on grounds of any protected characteristics, in the provision of facilities or services, or in the exercise of public functions.
- In the provision of accommodation, the Dunedin Consort will seek to provide an inclusive working environment.
- Under-represented groups are encouraged to apply to work at Dunedin Consort, and where necessary positive action may be applied.
- Dunedin Consort will carry out monitoring, where practicable, of protected characteristics to ensure that all job applicants, and applicants for activities are being fairly treated.
- Dunedin Consort will assess the impact of its policies and practices to identify and mitigate any disadvantage to protected characteristic groups.

¹ A trans person does not have to be under medical supervision to be protected from discrimination and harassment.

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Dunedin Consort will ensure that:

- Staff and members of the public who participate in Dunedin Consort activities are made aware of this Equality, Diversity and Inclusion Policy through Dunedin Consort's web pages, induction and training provision, and through the line management structure, as appropriate.
- Publicity material reflects the diversity of Dunedin Consort.
- Staff and members of the public who participate in Dunedin Consort activities are treated fairly, irrespective of their protected characteristics. Dunedin Consort will take prompt action over alleged discrimination, victimisation or harassment.
- Reasonable adjustments are made, as appropriate, to enable disabled staff and members of the public who participate in Dunedin Consort activities to overcome substantial disadvantage in the working and learning environment, and in the use of recreational facilities provided by Dunedin Consort.
- Existing procedures for complaints, grievances and discipline/conduct matters are applied in a just, fair, open and timely manner for staff and members of the public who participate in Dunedin Consort activities.
- Staff involved in staff recruitment, admissions, selection and promotion panels receive training on Equality, Diversity and Inclusion matters.
- Decisions concerning staff are based on merit (apart from in any necessary and limited exemptions under the Equality Act).
- It will review employment practices and procedures when necessary to ensure fairness and also update them and this policy to take account of changes in the law.
- External artists are made aware of their responsibility in relation to Equality, Diversity and Inclusion and will be required to comply with Dunedin Consort's policies and regulations.
- Learning and teaching material, where practical, includes positive, diverse, non-stereotypical content.
- Public events are held, wherever possible, in accessible locations, and where accessibility is limited by necessity, this is made clear to potential attendees.
- It will monitor the makeup of the Board so as to encourage equality, diversity and inclusion and in meeting the aims and commitments set out in this policy.
- Communications with everyone engaging with Dunedin Consort, whether suppliers, audience or other agencies are clear, polite and conducted in accordance with the Equalities Act.

Individual Responsibilities

All Dunedin Consort staff have a responsibility under the Equality, Diversity and Inclusion Policy. All individuals are:

- Responsible for making themselves aware of Dunedin Consort's Equality, Diversity and Inclusion Policy.
- Required to participate in training which supports the implementation of Dunedin Consort's Equality Policy, as appropriate.

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- Responsible for their behaviour and expected to treat others with dignity and respect. This includes cases where alleged or proven discrimination, harassment, bullying or victimisation has occurred.
- To support Dunedin Consort's determination to promote good relations and eliminate discrimination and harassment.
- Staff responsible for dealing with appeals, complaints, grievances, and staff discipline should demonstrate sensitivity to Equality, Diversity and Inclusion issues.

Unacceptable actions or behaviour

- The Equality, Diversity and Inclusion Policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs, but not to engage in activities or acts which interfere with the rights or beliefs of others.
- Any attempt to coerce or threaten others to comply with a particular belief system, for example through unauthorised distribution of literature, or through threats or offensive remarks, may result in disciplinary action.
- Examples of unacceptable behaviours can be found below in the Definitions of bullying and harassment and types of discrimination section of this document.

Concerns and Complaints

Where staff and members of the public who participate in Dunedin Consort activities perceive that they have been unfairly treated in respect of a protected characteristic, they should speak to the Designated Equality, Diversity and Inclusion Officer in the first instance.

If the Designated Equality, Diversity and Inclusion Officer is unavailable or the concern or complaint relates to them, then the designated board member, Cathy Bell, should be contacted in the first instance.

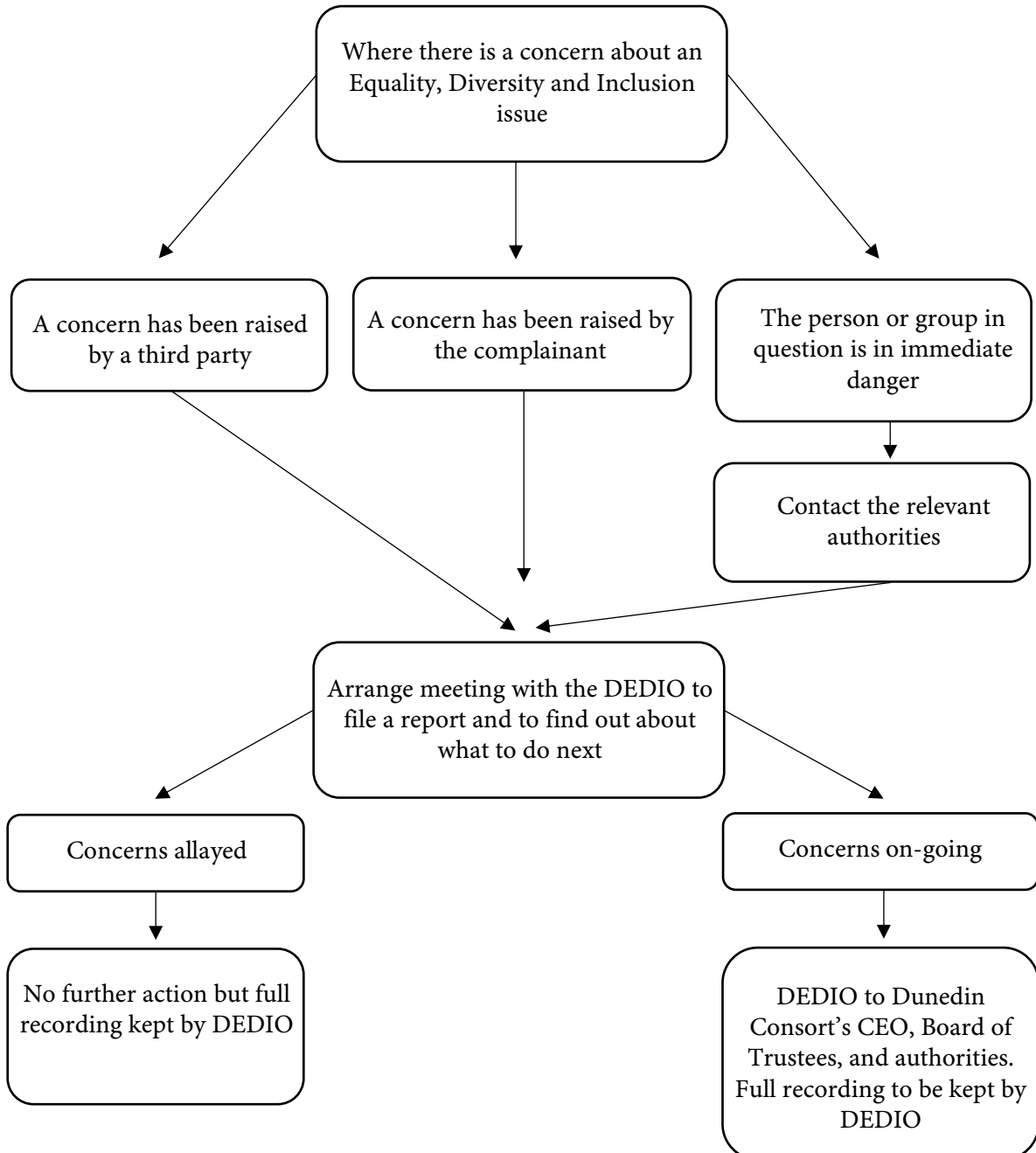
Review

This Policy will be reviewed on a five yearly basis and additionally in the event of any serious breach of its terms or a material change in relevant legislation.

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PROCEDURE FOR REPORTING CONCERNS

This flow-chart demonstrates the process by which concerns about Equality, Diversity and Inclusion will be addressed by Dunedin Consort.



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EQUALITY, DIVERSITY AND INCLUSION CONCERN REPORT FORM

This form should be completed by any person who has witnessed an incident, or has had or been involved in an Equality, Diversity and Inclusion issue. Please speak to the Designated Equality, Diversity and Inclusion Officer if you are unclear about any section of this form.

Please note:

- Records should be made as soon as possible after the event/concern is raised.
- Discussion should take place between and yourself and the DEDIO as soon as possible to reduce the chances of something being missed.

General Information

Name of person reporting:

Project or event (if applicable):

Date and time of incident (if applicable):

Location of incident (if applicable):

Details

Is there on-going concern about you or anyone else's safety/wellbeing? Yes No

Were you or anyone else considered to be in immediate danger? Yes No

Has the DEDIO been contacted? Yes No

Was the host organisation been contacted (if applicable)? Yes No

Were the police contacted? (if applicable) Yes No

Were any other relevant authorities contacted? (if applicable) Yes No

Please use space below to describe incident in detail:

- Note as much detail as possible about the incident or ongoing concerns.

Name:

Signature:

Date:

What to do next

This form should be completed and passed on to the DEDIO who may ask you for more information about the situation if necessary and decide on the next course of action. The following section about any follow up that takes place will, in most cases, be completed by the DEDIO. The form will then be submitted and stored confidentially by the DEDIO.

Follow Up

Please use space below to record any follow up to the incident (for example, contact with the participant's parents/guardians, advice from social work services, etc.):

This form should be sent immediately to Jo Buckley, Designated Equality, Diversity and Inclusion Officer.

DEDIO Signature of receipt:

Date:

Confidentiality

It is important that any claims are treated seriously and confidentially. Appropriate confidentiality will be observed for both complainant and alleged harasser. Confidentiality in this context relates to the details of the case and investigation. Only those who are required to know details of the case will have access to information including the complainant and the alleged harasser.

There may however be circumstances where there is a legal obligation to share information with another party. For example, where the DEDIO learns about something which could seriously affect the wellbeing of an individual or group, they have a duty of care to advise the necessary authorities even though it may be against the wishes of the complainant. Except in these exceptional circumstances confidentiality will be maintained where at all possible.

Monitoring and Review

- The Equality, Diversity and Inclusion Officer will review this policy annually.
- The Equality, Diversity and Inclusion Officer will gather anonymised statistical information on the protected characteristics of staff in respect of the following: General composition of employees at Dunedin Consort, recruitment and selection, promotion, training and development (including Performance and Development Review outcomes), sickness absence, grievances and disciplinary procedures.
- Information collected will be reported to the Board of Trustees, and will be used to inform future Equality, Diversity and Inclusion work across Dunedin Consort.
- This policy shall be reviewed in the event of a change to relevant legislation, and in any event on a biennial basis.

Contacts

Designated Equality, Diversity and Inclusion Officer

Jo Buckley (Chief Executive)

Tel: 0131 516 3718

Mobile: 07967 205292

Email: jo@dunedin-consort.org.uk

Designated Board Member for Equality, Diversity and Inclusion

Cathy Bell

Tel: 0131 516 3718

Email: belcathy5@gmail.com

Equality and Human Rights Commission

151 West George Street

Glasgow

G2 2JJ

Tel: 0141 228 5910 (non helpline calls only)

Email: scotland@equalityhumanrights.com, Web: www.equalityhumanrights.com

Equality Advisory Support Service (formerly EHRC helpline)

Freepost FPN4431

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Main Tel: 0808 800 0082

Textphone: 0808 800 0084, Web: www.equalityadvisoryservice.com

Equality Challenge Unit

Web: www.ecu.ac.uk

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

Date: 2 August 2022

Signed:

Jo Buckley, Chief Executive

APPENDIX A – LEGAL CONTEXT AND DEFINITIONS

The Equality Act 2010

The Equality Act came into force in October 2010. Sections of the Act apply to the provision of goods, facilities and services, premises, employment and education.

Protected Characteristics

The Equality Act outlines nine grounds upon which discrimination is unlawful. These are known as ‘protected characteristics’ and they are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

Positive Action

The Equality Act 2010 allows “positive action” as a proportionate means of enabling or encouraging people with a protected characteristic to overcome or minimise disadvantage, or participate in activity where they are underrepresented. This includes allowing employers to recruit or promote employees because of their protected characteristic **if they are as qualified² as other candidates**, provided this is done on a case-by-case basis rather than as a matter of policy.

Definitions of bullying and harassment and types of discrimination

Bullying and harassment are defined by ACAS as the following:

- **Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
- **Harassment** is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

what may constitute harassment and bullying are provided below. These are not exhaustive lists, but provide examples of what is considered to be harassing or bullying behaviour. It should be noted that claiming something was ‘banter’ is not an excuse for bullying or harassing behaviour.

² The word ‘qualified’ is used here in a broad sense, and is intended to encompass all aspects of the person specification (including skills, knowledge and experience as well as formal qualifications).

For practical purposes those raising a concern usually define what they mean by bullying or harassment – something has happened to them that is unwelcome, unwarranted and causes a detrimental effect. However, behaviour that is considered bullying by one person may be considered firm management by another. Therefore the test of reasonableness must also be applied, i.e. a reasonable person in possession of the same information would regard it as harassment.

Examples of harassing or bullying behaviour could include:

- spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, gender identity, sexual orientation and religion or belief)
- unwelcome sexual advances – stalking, touching, standing too close, display of offensive materials, asking for sexual favours/coercion
- copying information which is critical about someone to others who do not need to know
- racist jokes and ridiculing relating to cultural differences
- ridiculing or demeaning someone – picking on them or setting them up to fail
- abuse or harassment relating to an individual's disability, sexual orientation (e.g. homophobia/biphobia) or relating to gender reassignment/identity (e.g. transphobia), which under recent legislation changes are now considered hate crimes.
- email, text or online abuse
- exclusion or victimisation
- inciting others to harass
- overbearing supervision or other misuse of power or position
- making threats or comments about job security without foundation
- deliberately undermining a competent employee/participant by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion/progression or training opportunities
- violence
- shouting and sarcasm
- constant destructive criticism
- ignoring, patronising and ostracising
- setting a person up for failure with impossible workloads and deadlines.

Bullying or harassment do not need to take place face to face, but can happen within written correspondence, on the telephone and through visual images.

Aggressive/Abusive Behaviour

Any behaviour or language (spoken or written) which causes people to feel unduly concerned, afraid, threatened or abused is not acceptable. Aggressive/abusive behaviour might include any of the following:

- demeaning, abusive, indecent or offensive language or comments (including those in writing)
- unwelcome sexual advances – stalking, touching, standing too close, display of offensive materials, asking for sexual favours/coercion
- threatening behaviour or language, or actual threats, including in relation to job security, promotion or continuation
- written, verbal or physical harassment

- comments that discriminate on the basis of sex, sexual orientation, race and ethnicity, age, disability, religion and belief or other irrelevant distinction
- unsubstantiated allegations
- use of aggressive or inappropriate gestures.

Disruptive Behaviour

Behaviour which disrupts or interferes with any activity is not acceptable. This may include:

- persistently interrupting others
- behaviour which distracts others from the main activity, or disrupts the good order of the event
- engaging in antisocial behaviour.

Types of discrimination

Since the implementation of the Equality Act 2010, the types of discrimination have been extended from direct, indirect, harassment and victimisation to also include associative and perceived discrimination. Definitions are supplied below:

Direct Discrimination is defined as treating one person less favourably than another, because of a protected characteristic.

Discrimination by association is a type of direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Discrimination by perception is a type of direct discrimination against someone who is perceived to have a protected characteristic.

Indirect Discrimination is when a provision, criterion or practice is applied, which particularly disadvantages people with a protected characteristic. Indirect discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

Discrimination arising from a disability is when someone is treated unfavourably because of something arising as a consequence of their disability. This type of discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

Harassment is defined as unwanted conduct that has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for a person, or violating a person's dignity.

Victimisation is defined as treating a person less favourably because they have complained about discrimination or harassment, or helped someone else to do so.

APPENDIX B – DEFINITIONS AND CODES OF PRACTICE WITH REGARDS TO DIFFERENT PROTECTED CHARACTERISTICS

AGE

Definition of ‘age’

Age group means people of the same age or people in a particular age range.

The Equality Act 2010 says that you must not be discriminated against because:

- you are (or are not) a certain age or in a certain age group
- someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception
- you are connected to someone of a specific age or age group, this is known as discrimination by association

Age groups can be quite wide (for example, ‘people under 50’ or ‘under 18s’). They can also be quite specific (for example, ‘people in their mid-40s’). Terms such as ‘young person’ and ‘youthful’ or ‘elderly’ and ‘pensioner’ can also indicate an age group.

DISABILITY

Definition of ‘disability’

Disability is defined in the Equality Act 2010 as follows:

- A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.
- In addition, Dunedin Consort recognises the social model of disability, which defines disability as created by barriers in society such as inaccessible buildings, stereotyping and prejudice, and inflexible policies and practices. Dunedin Consort aims to eliminate such barriers for staff and members of the public participating in Dunedin Consort activities.

Reasonable Adjustments

- When shortlisted for interview, job applicants will be given the opportunity to indicate whether there are any reasonable adjustments that can be made in order for them to participate fully in the interview process.
- It is the responsibility of the Equality, Diversity and Inclusion Officer to ensure that reasonable adjustments are made for a disabled employee. It is important that consultation is carried out with the disabled person prior to their starting work.
- Reasonable adjustments may include amending a provision, criterion or practice, altering premises, or providing auxiliary aids. A reasonable adjustment does not include lowering of competence standards.
- Assistance with the cost of aids and equipment, alteration to premises, and personal support may be available.
- Members of the public who participate in Dunedin Consort activities may request reasonable adjustments to enable them to use Dunedin Consort’s facilities and services. Depending on the

nature of the activity, this may include information in alternative formats, a hearing loop system, accessibility to public events and venues, and arrangements for emergency evacuation of disabled visitors.

Staff who become disabled at work

- Every effort will be made to ensure that the staff member can continue in employment. This may include reasonable adjustments, depending on the nature of the situation. The staff member will be consulted fully.
- Possible options for staff could include modification of the post, redeployment, early retirement or termination of employment on the grounds of incapacity. Termination or early retirement can only be justifiable if the disability makes it impossible for the individual to perform the main functions of the job, and if redeployment is not practicable.
- An employee who becomes disabled at work should discuss the situation and their requirements with the Equality, Diversity and Inclusion Officer.

GENDER REASSIGNMENT

Definition of 'gender reassignment' and 'trans'

Gender reassignment is defined in the Equality Act 2010 as a person who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning a person's sex by changing physiological or other attributes of sex.

Trans is an inclusive term for people who identify themselves as transgender or transsexual. The word 'trans' can be used without offence (as an adjective) to describe people who:

- Are undergoing gender transition/reassignment
- Identify with a different gender from that which they were assigned at birth, but have not decided to undergo medical treatment
- Choose to dress in clothes typically worn by the other sex.

Sometimes trans is written trans* to refer to the full diversity of gender identity.

Confidentiality

It is an offence under the Gender Recognition Act 2004 to disclose information about a person's gender history, or any application they may have made for a gender recognition certificate, unless that disclosure is made with the person's explicit consent. It would be good practice for any such consent to be in writing in order that a record may be kept.

Code of Practice on supporting staff or a member of the public who participates in Dunedin Consort's activities and who is transitioning

Awareness of potential barriers

All staff should be aware of the barriers and discrimination that may be encountered by a trans person. Examples include:

- Excluding the trans person from work or work-related activity.
- Verbal or physical threats.
- Refusing to address the person in their acquired gender or to use their new name.
- Revealing the trans status of a person to others without their consent ('outing' them).
- Passing judgement on how 'convincing' the person is in their acquired gender.
- Refusing to allow a trans person to use single-sex facilities appropriate to their acquired gender.
- Less favourable treatment in regard to sickness or other absences.
- Refusal to acknowledge the rights of a trans person, or that a transition has occurred.

Planning and Managing transition

A member of staff who is planning to transition should speak with the Equality, Diversity and Inclusion Officer in the first instance. The trans person should be supported to put in place a plan for managing the transition. The plan may include:

- New name and title.
- When they wish to start using the new name and title.
- When they wish to start dressing and presenting in their acquired gender.
- When the person wishes to start using toilet and changing facilities appropriate to their acquired gender (NB: Disabled toilets should not be suggested as an alternative).
- Expected timescale of any medical procedures, if known.
- Details of time off required for medical treatment and how this will be managed.
- List of records or other systems requiring amendment.
- When other members of staff should be informed, and how this should be done.
- Details of any educational material which could be used when informing others of the transition.
- Note of how any bullying or harassment will be dealt with.

Name and Gender Changes

- Once a trans person has made known their chosen name, this name should be used in all circumstances, rather than their birth name. However, if a member of staff holds official documentation in their birth name or gender, Dunedin Consort will not be able to change their primary record. Dunedin Consort is required to maintain personal records consistent with the identity given on official documentation, for example a birth certificate, passport or statutory declaration of name change.
- Staff should make contact with their Equality, Diversity and Inclusion Officer in order to have their records amended.
- It is not appropriate to ask for evidence of medical supervision in order to amend records, as not all trans people will be under medical supervision. It is unlawful to require a Gender Recognition Certificate.
- No records should be changed without the permission of the person concerned. Dunedin Consort will need to agree with them the date from which their name and gender is changed on all staff records and public references (e.g. ID cards, contact details, email addresses, website references, payroll and pensions etc).

Time off for medical reasons

- Where a person needs to take time off work for medical assistance because of gender reassignment, they should not be treated any less favourably than if the absence was due to sickness or injury. Trans people may require time off for appointments (e.g. psychotherapy or voice therapy), surgery and recovery from surgery. Time off may vary considerably, from one week to around 12 weeks, depending on the nature of the surgery and the demands of the person's job.

MARRIAGE AND CIVIL PARTNERSHIP

Equality legislation

- Marriage and civil partnership is a protected characteristic under the Equality Act 2010, for the purposes of direct or indirect discrimination, and relates only to employment.
- The protected characteristic applies only to people who are married or in a civil partnership, in other words single people are not protected under this heading.

RACE/ETHNICITY

Definition of 'race'³

The Equality Act 2010 says you must not be discriminated against because of your race.

In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese national origins and be living in Britain with a British passport.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

RELIGION AND BELIEF

Definition of 'religion or belief'

- Under the Equality Act 2010, references to religion and belief include any religious or philosophical belief, or lack of religion or belief.

³ Dunedin Consort recognises that the term 'race' is a socially constructed term. It is used here because it reflects the wording of the Equality Act 2010. For more information see the Equality Challenge Unit website: www.ecu.ac.uk/your-questions/what-terminology-should-i-use-when-talking-about-race

- The Human Rights Act 1998 provides freedom of thought, conscience and religion, including the freedom to manifest religion or belief. The freedom to manifest one's religion or belief is not an absolute right, but is qualified, in that it may be interfered with if there is a threat to public order or safety, health or morals, or the rights and freedoms of others. Any interference must be lawful and proportionate.

Leave for religious festivals and extended leave

- In the UK some public holidays coincide with Christian religious festivals and holiday arrangements. In the interests of equality, those practising religions other than Christianity may request annual leave entitlement on dates most significant to them. These days should be agreed with the CEO. Requests for holiday entitlement to be taken at times of religious significance, the dates of which are uncertain in some religions (e.g. based on the lunar calendar) will be treated sympathetically. The number of annual leave days overall will remain as in the contract of employment for staff of any religious belief or none.
- Staff may request occasional extended leave associated with religious or cultural needs. The CEO should attempt to accommodate requests for extended leave for the purpose of, for example, going on pilgrimage. If the extended leave exceeds annual holiday entitlement, the excess days will be counted as unpaid leave.

SEX (GENDER) INCLUDING PREGNANCY AND MATERNITY

Legal Context

Sex is a protected characteristic under the Equality Act 2010. This means that both men and women are protected from discrimination because of their sex.

Equal Pay and Gender Pay Gap

Dunedin Consort will strive to eliminate gender bias in pay and remuneration processes. To this end, Dunedin Consort will publish equal pay and gender pay gap information in the equal pay section of the HR Policy.

SEXUAL ORIENTATION

Definition of 'sexual orientation'

The Equality Act 2010 defines sexual orientation as meaning a sexual orientation towards:

- Persons of the same sex
- Persons of the opposite sex
- Persons of either sex

Code of Practice on implementing the Equality, Diversity and Inclusion Policy with respect to Sexual Orientation

- A supportive environment is provided for staff and members of the public who participate in Dunedin Consort activities who wish it to be known that they are lesbian, gay or bisexual (LGB). However it is the right of individuals to choose whether they wish to be open about their sexuality. Dunedin Consort wishes to encourage individuals to be open about their sexuality without fear of exclusion.
- Assumptions must not be made that partners of staff and members of the public who participate in Dunedin Consort activities are of the opposite sex. Whenever possible, workplace benefits will apply equally to same-sex partners.
- Harassment or bullying will not be tolerated. Threatening to publicise the sexuality of a member of staff or members of the public who participate in Dunedin Consort activities without their permission will be regarded as a form of harassment and will be subject to appropriate action.

REFUGEES AND ASYLUM SEEKERS

Definitions and legal position

- A 'refugee' is someone whose application for asylum in the UK has been successful⁴. A refugee will have the right to work and claim benefits in the same way as UK citizens.
- An 'asylum seeker' is someone who has sought asylum but whose application has not yet been accepted. Asylum seekers are not allowed to work in the UK, but they may do voluntary work.
- Neither Refugee nor Asylum Seeker status is included as a protected characteristic in the Equality Act 2010. Nevertheless, Dunedin Consort recognises the difficulties such groups face and will endeavour to support asylum seekers and those with refugee status within the Dunedin Consort community. Dunedin Consort further recognises that the reasons for seeking asylum are likely to include reasons relating to one or more of the protected characteristics under the Equality Act 2010.

⁴ Under the 1951 UN Convention relating to the status of Refugees, a refugee is someone who is outside of his or her country, and unable to be protected by that country owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion. Source: Scottish Refugee Council. www.scottishrefugeecouncil.org.uk/media/facts_and_figures/refugee_convention.