



Equality, Diversity & Inclusion Policy

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Audience:	Public, Staff, Students
Responsible person:	Director of Student Support & Experience / Access, Participation & Progression Officer
Approved by:	SLT

1. Introduction

- 1.1 Academy of Live Technology is committed to equality of opportunity, the pursuit of diversity amongst its employees and student population and a supportive and inclusive environment for all members of our community.
- 1.2 The Academy of Live Technology mission is to be the centre of excellence for live and creative industry education and training in the UK and globally where diversity is championed and celebrated. We are committed to fostering a culture focused on positive inclusion, collaboration, and respect.
- 1.3 This culture is underlined by the Academy of Live Technology's core principles in its implementation of its equality, diversity & inclusion commitments. These are:
 - **A devotion to diversity, positive inclusion and belonging on campus and in the community** – all students, staff and stakeholders are dedicated to the promotion of equal opportunities for all at the Academy of Live Technology.
 - **A strong professional curiosity culture in enhancing equality, diversity, and inclusion** – not accepting current study and working practices on face value or from a sole source of information where adaptations or variations can be made to improve inclusion for all.
 - **Welcoming positive impacts to change** – emphasising, praising, and communicating equality, diversity, and inclusion positive changes, no matter how small, when developing an ongoing inclusive culture.

2. Scope

- 2.1 This policy details the commitment of Academy of Live Technology at all levels, to promote equality of opportunity and work to eliminate any unlawful or unfair discrimination and harassment in the workplace or at study. It expects that all students, staff, and contractors alike will contribute to and actively support the Academy in working towards the elimination of discrimination and harassment and the promotion of equality of opportunity in terms of access to the Academy's services, employment opportunities and support for students in their welfare and education.
- 2.2 This policy is in accordance with the Equality Act 2010.
- 2.3 We aim to providing equality for all irrespective of:
 - Age
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Disability
 - Race including colour, nationality, ethnic or national origin
 - Religion or belief (including lack of belief)
 - Sex
 - Sexual orientation

Under the Equality Act (2010) these are known as protected characteristics.

3. Implementation of this Policy

- 3.1 To meet the above commitments, the Academy of Live Technology will:
 - Value diversity and promote equality of opportunity for all.

- Promote an inclusive environment which encourages mutual respect and good relations within and between groups.
- Aim to meet the diverse needs of different groups, as appropriate, whilst promoting shared values.
- Ensure bullying, harassment, intimidation, or violence is not tolerated and is acted upon promptly by staff.
- Prevent unlawful discrimination and victimisation.
- Comply with our legal obligations.
- Take seriously and address any breaches of this policy.

3.2 This policy and the successful implementation will be monitored through the Equality, Diversity and Inclusion Committee (EDI Committee). The EDI Committee will report termly on its progress to the Academy's Senior Leadership Team and Academic Board, and through an annual Equality, Diversity and Inclusion annual report received by the Council.

3.3 The role and remit of the Equality, Diversity and Inclusion Committee is defined in its terms of reference.

4. Responsibilities

4.1 All employees and students of Academy of Live Technology, those carrying out work or delivering services on behalf of Academy of Live Technology and any partners, are required to comply with this policy. Everyone is required to promote a culture free from discrimination and all forms of harassment and bullying.

4.2 All staff and students are expected to support and implement the Policy and ensure that their behaviour and/or actions do not amount to discrimination or harassment in any way.

4.3 In addition, failure to adhere to these responsibilities under the law may lead to civil actions or criminal proceedings. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for expulsion of a student and for employees may constitute gross misconduct and could lead to dismissal without notice – subject to the relevant process being followed.

4.4 **Line managers** are accountable for delivering the equality commitment in their area of responsibility and will ensure that:

- Staff are aware of the equality and diversity policies and the procedures.
- The implementation of all equality and diversity policies and procedures is monitored and progress reported to the Senior Leadership Team or HR department, where appropriate.
- Equality is taken into consideration, where appropriate, in policies, strategies and procedures to ensure that they promote equality and do not unlawfully discriminate.
- Staff are provided with appropriate forums (e.g. Equality, Diversity and Inclusion Committee) to discuss equality and diversity issues and raise any concerns or areas for improvement.
- Procedures are in place for fair teaching and assessment models for students, free from unjustifiable discrimination.
- Staff are provided with appropriate, up-to-date and continuous equality training and development.
- Suppliers, contractors and external partners are committed to promoting equality, diversity and inclusion.

4.5 **The HR department** will ensure that:

- Procedures are in place for the fair appointment, promotion and development of staff, and the fair selection of candidates in all recruitment activities.
- Compliance with the equality policies is part of all Academy of Live Technology job descriptions and person specifications.
- Monitor and ensure procedural compliance of grievance and disciplinary processes and incidents of harassment and complaints.

4.6 All **Staff** will ensure that:

- Our commitment to equality of opportunity is actively supported and promoted, where diversity is championed and celebrated.
- Policies and procedures are upheld and implemented.
- Suppliers, contractors, and external partners are committed to promoting equality, diversity and inclusion.
- Working practices contribute to fostering an inclusive and safe environment for all.

4.7 All **Students** will ensure that:

- Policies and procedures are upheld and implemented.
- Learning environments contribute to fostering an inclusive and safe environment for all.

5. Complaints

5.1 If a student, member of staff, or visitor believes that they have suffered any form of discrimination, harassment or victimisation Academy of Live Technology will take the matter very seriously. All complaints will be dealt with in accordance with the agreed procedures. Anyone who makes a complaint of discrimination will not be victimised and we will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly.

5.2 Staff can raise complaints to their line manager or to the HR department.

5.3 Students can raise a formal complaint under the Student Complaints Procedure. The Student Complaints Procedure can be found on the Academy's Governance webpage and on Moodle. All students are encouraged to report bullying, harassment, discrimination, or suspected cases to any member of the Academy staff.

5.4 Academy of Live Technology has a separate policy relating to harassment and bullying which also sets out the specific procedure for seeking support or making a complaint in relation to harassment or bullying. The Harassment, Sexual Misconduct and Bullying Policy can be found on the Academy's Governance webpage and on Moodle.

6. Student Experience

6.1 Admissions

All appropriately qualified applicants will be given equal consideration during the selection process and will not be discriminated against on any grounds in relation to a protected characteristic. The Academy will make reasonable adjustments where necessary in the admissions procedure to ensure our duty to disabled people.

6.2 Selection

Entry requirements for courses will only include those that are necessary and justifiable. All selection processes will be thorough, carried out objectively, and will only address the applicant's suitability for the course requirements. Students who have disclosed a Specific Learning Difficulty (SpLD), disability or medical condition are invited to an informal discussion in the admissions process to identify any reasonable adjustments required and additional support needs.

6.3 Curriculum

It is the responsibility of the Course Leaders and all academic staff who set and teach curricula and syllabi, to promote equality and to avoid bias and discrimination in these areas. All staff are encouraged to capitalise on opportunities to promote equality, where appropriate through the curricula.

Learning materials and course content should be non-discriminatory. If within the reasonable boundaries of academic freedom, discriminatory material is used to make a point, the discriminatory nature should be pointed out by the academic using the material.

6.4 Assessment

It is the responsibility of the Course Leaders and all academic staff to ensure that they do not discriminate against students with protected characteristics. The Academy upholds stringent assessment practises to ensure that a competence standard is adhered to. It is, however, understood that reasonable adjustments will be considered in the assessment process for students with Specific Learning Difficulties (SpLD) and disabilities in order to best support their academic progression.

6.5 Resources

Academy of Live Technology recognises it has an anticipatory duty to ensure accessibility across its campus and to ensure that this is effectively monitored and developed where possible or reasonable adjustments made for individuals affected by accessibility issues.

All facilities are monitored regularly for the display of offensive literature or materials. Where such material is found, this is removed immediately.

6.6 Student Support

Support and advice for students relating to equality, inclusion, discrimination, harassment, and bullying is available from the Student Support & Experience team. The Student Support & Experience team will support all students in both academic and wellbeing services, including students with Specific Learning Difficulties and disabilities in ongoing support and facilitating the implementation of reasonable adjustments where necessary.

The Students' Union acts as a representative body for all students, facilitating student voice and forums for discussion on all student matters and including equality, diversity and inclusion. An elected Student Representative is a member of the Equality, Diversity and Inclusion Committee.

7. Staff Experience

7.1 Recruitment

All appropriately qualified applicants will be given equal consideration in the recruitment process and will not be discriminated against on any grounds in relation to a protected characteristic. A recruitment monitoring form will be used to capture equality and diversity data on all applicants. Information gathered on this form will not be used in the selection process and will only be used for monitoring and improvement purposes.

7.2 Selection and Promotion

Selection criteria for all posts will be clearly defined and reflected in the Job Description, Person Specification or Further Particulars. Short listing and interviewing processes will be thorough, carried out objectively and without discrimination. The Academy welcomes applications from suitably qualified disabled people and will make reasonable adjustments to the selection process and to the workplace and working arrangements to accommodate successful disabled candidates.

7.3 Working Conditions

Academy of Live Technology will listen to individual needs and will have discussions with staff to assist with any requests such as religious observance and caring for dependents in line with current policies, procedures and the relevant legislation.

8. Key Contacts

8.1 For more information and guidance in relation to equality, diversity and inclusion, please contact:

Sophie Holmes, HR Advisor (Staff Guidance and Employment Issues)
Emma Cook, Director of Student Support & Experience
Michael Fox, Access, Participation & Progression Officer