



Ledger Dance Studios

Equality, Diversity and Inclusion Policy

Our Commitment

Ledger Dance Studios is dedicated to fostering equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination. Our goal is to have a workforce truly representative of all sections of society and our customers, ensuring that every employee feels respected and empowered to perform at their best. We are equally committed to preventing unlawful discrimination against customers or the public in the provision of our goods, services, and facilities.

Key Definitions

Equality: Ensuring equal opportunities and removing barriers to participation.

Diversity: Valuing the differences in backgrounds, perspectives, and abilities.

Inclusion: Creating an environment where all individuals feel welcomed and respected.

Discrimination: Treating someone unfairly or less favourably due to a protected characteristic, whether directly or indirectly.

Types of Discrimination

Ledger Dance Studios opposes all forms of discrimination, including:

Direct discrimination: When a person is treated less favourably because of a protected characteristic.

Indirect discrimination: When a provision, criterion, or practice that applies to everyone disadvantages people with a particular protected characteristic.

Harassment: Unwanted behaviour related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, or offensive environment.

Victimisation: Treating someone unfairly because they have made or supported a complaint about discrimination.

Intersectional discrimination: Recognizing that some individuals may experience multiple forms of discrimination simultaneously based on multiple protected characteristics.

Purpose of This Policy

The purpose of this policy is to:

Ensure equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time. Prevent unlawful discrimination against staff or customers based on the protected characteristics outlined in the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Oppose and avoid all forms of unlawful discrimination in:

- **Pay and Benefits:** Ensuring fair pay and benefits for all employees and customers, regardless of protected characteristics.
- **Employment Terms:** Providing equal terms and conditions for all employees, including hours and access to resources.
- **Grievance Procedures:** Offering a fair process for raising concerns or complaints for both employees and customers without fear of retaliation.
- **Dismissal and Redundancy:** Making objective decisions about termination and redundancy, free from discrimination.
- **Parental Leave:** Supporting equitable parental leave policies for all employees.
- **Flexible Working Requests:** Allowing all employees to request flexible working arrangements based on their needs.
- **Hiring and Promotions:** Using fair criteria for recruitment, promotions, and training that focus on merit and potential.
- **Access to Services:** Ensuring all customers can access our services and facilities without facing discrimination.
- **Customer Treatment:** Committing to respectful and fair treatment of all customers by our staff.
- **Marketing and Communication:** Reflecting diversity and inclusivity in our marketing and communications.
- **Feedback Channels:** Providing clear ways for employees and customers to share feedback or report discrimination.

Examples of Discriminatory Behaviour

To ensure clarity, here are some examples of discrimination that we commit to preventing:

Direct Discrimination: Refusing to hire someone because of their disability, even though they are qualified.

Indirect Discrimination: Implementing a uniform policy that disproportionately disadvantages employees of a particular religion.

Harassment: Making offensive jokes related to a colleague's race or sexual orientation.

Victimisation: Denying a promotion to someone because they have raised a complaint about discrimination.

Intersectional Discrimination: Failing to promote an employee who is both from a minority ethnic background and a woman, when either characteristic could be a factor in the unfair treatment.

Our Commitments

1. Promoting Equality, Diversity, and Inclusion

At Ledger Dance Studios, we are dedicated to fostering a culture of equality, diversity, and inclusion within our dance community. We recognize the vital role these principles play in creating a positive and enriching experience for both our dancers and audiences. Our initiatives will include:

- **Inclusive Dance Programs:** We will offer dance classes and programs that cater to various skill levels, backgrounds, and interests, ensuring everyone feels welcome to participate.
- **Celebrating Dance Styles:** Our curriculum will include a wide range of dance styles, reflecting the need and engagement of all our customers.
- **Creating opportunity:** We aim to provide our students and customers with enriching opportunities through our class work and additional events.

2. Safe and Respectful Environment

We are committed to maintaining a studio environment that is free from bullying, harassment, victimisation, and unlawful discrimination. Our focus includes:

- **Clear Conduct Expectations:** We will establish and communicate clear guidelines for behaviour in our studios, ensuring that all dancers understand the importance of mutual respect.
- **Guidance for staff and customers:** We will signpost staff and students to the relevant areas of support.
- **Bystander Empowerment:** We will promote a culture where all students and staff are encouraged to intervene safely if they witness inappropriate behaviour, fostering collective responsibility for maintaining respect in our dance community.

3. Staff Rights and Responsibilities

At Ledger Dance Studios, we prioritise a positive and inclusive environment where staff understand their rights and responsibilities.

Staff Rights

1. **Equality:** Staff have the right to fair treatment, free from discrimination based on protected characteristics.
2. **Safe Environment:** Employees are entitled to a workplace free from bullying, harassment, and victimisation.
3. **Support Access:** Staff can access support services for workplace challenges.
4. **Report Concerns:** Employees can raise complaints related to discrimination or harassment without fear of retaliation.
5. **Reasonable Adjustments:** Employees with disabilities have the right to request necessary adjustments for effective performance.

Staff Responsibilities

1. **Promote Inclusivity:** Staff must foster a culture of respect and equality within the studio.
2. **Professional Conduct:** Employees are expected to refrain from discrimination and harassment.
3. **Incident Reporting:** Staff should report any witnessed or experienced incidents through established channels.
4. **Engage in Training:** Participation in training related to equality and diversity is required.
5. **Support Colleagues:** Staff should support each other to create a collaborative environment.
6. **Adhere to Policies:** Employees must familiarise themselves with and follow all relevant policies and procedures.

4. Handling Complaints

We take all complaints related to bullying, harassment, victimisation, or unlawful discrimination very seriously. Our approach includes:

- **Transparent Reporting Procedures:** We will develop a straightforward process for reporting complaints, ensuring dancers understand how to voice their concerns safely and confidentially.
- **Confidentiality Assurance:** We will maintain confidentiality for all parties involved in a complaint to protect their privacy and encourage open reporting.
- **Timely and Fair Investigations:** We will commit to promptly investigating all complaints, ensuring that affected individuals are kept informed throughout the process.

5. Sexual Harassment

Commitment to Addressing Sexual Harassment

Overview and Definition: We recognize that sexual harassment is a serious issue that can profoundly affect individuals and the workplace environment. Sexual harassment is defined as any unwanted behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, inappropriate comments about physical appearance, unwanted physical contact during dance classes, or suggestive remarks. Ledger Dance Studios is committed to creating a safe and inclusive atmosphere for all employees and customers.

Designated Personnel: Our designated safeguarding officer, Evie Ledger-Knapp, will be responsible for handling all allegations of sexual harassment. Employees and customers can approach them for support and guidance, ensuring that concerns are addressed promptly and sensitively.

Support Resources We encourage anyone affected by sexual harassment to utilize available support services, such as National Sexual Assault Hotline (RAINN): RAINN provides a confidential hotline for survivors of sexual assault. They offer support, resources, and assistance in finding local services. More information can be found at RAINN.org. We also encourage to report any assault to local law enforcement such as Derbyshire Constabulary- Ilkeston Police Station 0345 123 3333

Confidentiality Assurance All reports of sexual harassment will be treated with the utmost confidentiality. We assure individuals that their information will only be shared with those directly involved in the investigation.

Bystander Intervention Policy We believe in the power of community support. Bystanders are encouraged to intervene when they witness harassment. Training will be provided on how to safely address such situations, fostering a culture of accountability.

Consequences for False Reporting We take false reporting seriously. Individuals found to have made knowingly false allegations of sexual harassment will face disciplinary action, which may include termination of employment or expulsion from the studio.

Updates and Communication Our commitment to addressing sexual harassment will be communicated as our procedures change to staff and customers so that everyone is informed of their rights and the resources available to them.

Emergency Procedures In the event of immediate danger or criminal behaviour, individuals are instructed to contact local law enforcement by calling 999. We will ensure that staff and customers have access to these policies through our website.

6. Reasonable Adjustments

Ledger Dance Studios is committed to ensuring that all dancers can fully participate in our programs, including:

- **Accessibility Assessments:** We will conduct assessments to determine reasonable adjustments needed for dancers with disabilities, such as adaptive dance equipment or modified class formats.
- **Tailored Dance Opportunities:** Adjustments may include modified class structures, personalised instruction, or specialised workshops that cater to individual needs.

- **Ongoing Feedback Loop:** We will regularly solicit feedback from our dancers to improve accessibility measures and ensure that our classes are inclusive for everyone.

Agreement to Follow This Policy

This Equality, Diversity, and Inclusion Policy is fully supported by senior management and has been agreed upon with the guidance of ACAS and employee representatives. This policy will be reviewed annually to ensure it stays current with legal requirements and best practices

For any grievances or complaints, please contact Ledger Dance Studios via ledgerdancestudios@gmail.com. All complaints will be followed up promptly and fairly.