

EQUALITY POLICY

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SECOND HOME STUDIO + CAFE

I'm aware that policies feel very impersonal and like a piece of corporate crap that we've written because we 'have to' or because it absolves us of blame in some way. However, I want you, the person reading this, to know that this specific policy was not just written because I 'had' to.

I wrote this policy when it was just me in this company one director, no employees. I have a big vision for Second Home Studio + Cafe. You might be the first employee, you might be the 100<sup>th</sup> employee, the aims and commitments within this document remain unchanged. I want to build this company as a safe, inclusive space for everyone. I mean it. Not just 'no racial discrimination' but actively anti-racist members + staff. Not just accepting of 'free speech' when those words are hateful. You do not need to put up with sexually aggressive or harrassing behaviour.

You have my direct forgiveness if you've pissed a customer off after they've made a hateful comment or made you feel uncomfortable. I don't expect, and sincerely hope there aren't, many of these instances. I hope you never experience it first-hand.

As an employee of Second Home, you will forever have my gratitude, love, and relentless acceptance.

Sincerely yours,



KIRSTY HILDA ELIZABETH CAMERON

## EQUALITY POLICY

Second Home Studio + Cafe CIC, the associated directors, and management team are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our aim is for our workforce to be representative of all sections of society, and for each employee to feel respected, appreciated, and able to give their best within their working environment.

Second Home is also committed against unlawful discrimination of customers or the public, both on-site and during off-site classes. Every patron to Second Home should expect to be welcomed, included, and respected in the same way, regardless of gender, gender reassignment or expression, race, age, ability/disability (mental or physical), sexual orientation, marriage or civil partnership, religion or belief, pregnancy or maternity, background, or social status.

## AIMS

For those in direct employment of Second Home, this policy's purpose is to:

- Ensure equality, fairness, respect, and understanding for all in our employment, whether full-time, part-time, or temporary.
- Not unlawfully discriminate against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- Actively oppose and avoid all forms of unlawful discrimination. This includes in 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

For members, customers, artists, organisations, and suppliers working with Second Home, this policy's purpose is to:

- Ensure opportunities (for example, for studio space or exhibition space) are distributed fairly to represent all sections of our society.
- To not discriminate against any of the protected characteristics of the Equality Act 2010 as above.
- To actively challenge and oppose all forms of discrimination to create a safe environment for all.

## OUR COMMITMENT

Under this Equality Policy, Second Home commits to:

- Encouraging equality, diversity and inclusion in the workplace.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Training and educating managers and all other employees about their responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers, and the public

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## OUR COMMITMENT (CONTINUED)

We will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Make recruitment decisions based on merit alone (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). We will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

## ACKNOWLEDGEMENT

All staff upon employment are required to read, understand, agree, and sign the policies and commitments outlined in this document.

Please sign below to confirm that you have read, understood, and agree to the policies within this document.

\_\_\_\_\_  
EMPLOYEE NAME (PRINT)

\_\_\_\_\_  
MANAGERS NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE