

# Equality and Diversity Policy

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## UK Office

14 Gloucester Gate  
London NW1 4HG  
+44 (0)20 7487 0730

## US Office

900 West End Avenue, 15F  
New York, NY 10025  
+1 212 203 6956

## BRITISH AMERICAN DRAMA ACADEMY

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Company limited by guarantee registered  
in England & Wales. Reg No. 1828640.

[www.bada.org.uk](http://www.bada.org.uk)  
[info@bada.org.uk](mailto:info@bada.org.uk)

## **BADA**

### **EQUALITY & DIVERSITY POLICY**

This policy affirms the commitment of BADA - the Chair, Trustees, Managing Director, Dean and the whole Academy - to the promotion of a professional working culture that respects equality, diversity and inclusivity; and to foster an environment for students, staff and faculty that is free from discrimination, prejudice and harassment of any kind.

It is BADA's policy to treat everyone equally irrespective of:

- race
- nationality
- gender
- sexual orientation
- socio economic status
- religious belief
- political affiliation
- disability
- marital/ civil partnership status
- age
- caring responsibilities

BADA not only commits to full compliance with employment law in this area, but also proactively employs inclusive methodology in its decisions about recruitment and selection, promotion, training and any other benefits, precluding any form of covert or unlawful discrimination. All recruitment and selection of trustees, staff and students will be conducted by diverse panels. Our aim is that all

trustees, students, faculty, staff and contractors – current and prospective – should be treated fairly and without discrimination.

## **Equality & Diversity commitments**

Specifically, BADA is committed to:

- promoting equality of opportunity for everybody
- promoting a harmonious working environment in which everybody is treated with respect
- preventing unlawful discrimination – direct and indirect, harassment and victimisation
- fulfilling our legal obligations under the equality legislation and associated codes of practice
- taking lawful affirmative or positive action, where appropriate
- complying with this Equality & Diversity Policy and associated policies
- dealing with any breaches of this Equality & Diversity Policy as misconduct

## **Implementation**

While BADA's Managing Director and Dean jointly hold ultimate responsibility for the effective implementation of this policy, each member of the management team is expected to take responsibility to ensure this policy is upheld. BADA expects all students, staff and contractors to abide by this policy to create the equal, diverse and inclusive environment which is at the core of our values.

To implement this policy, the management team will:

- communicate this policy to students, faculty, staff members, contractors – current and prospective

- incorporate specific and appropriate duties in respect of implementing the Equality & Diversity Policy into job descriptions and work objectives of all staff
- provide equality & diversity training and guidance as appropriate, including training on induction and management courses
- ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- ensure all recruitment panels are diverse
- incorporate equality & diversity opportunities notices into general communications where appropriate
- obtain commitments from other persons or organisations such as contract or agency workers that they too will comply with this policy in their dealings with the Academy
- ensure that adequate resources are made available to fulfil the objectives of the policy.

## **Monitoring and review**

The effectiveness of our Equality & Diversity Policy will be reviewed regularly, and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the balance. This will be reviewed by survey after each program. Any issues raised will be discussed with the Trustees.

## **Complaints**

Students, faculty, staff members or contractors who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through BADA's internal

grievance procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, staff members and contractors have the right to pursue complaints of discrimination through an industrial tribunal. However, staff members or contractors wishing to make a complaint to a tribunal will normally be required to raise their complaint under BADA's internal grievance procedures first.

Every effort will be made to ensure that staff members or contractors who make complaints will not be victimised. Victimisation will result in disciplinary action and may warrant dismissal.

We recognise that the provision of equality & diversity opportunities in the workplace is not only good management practice; it also makes sound business sense. This Equality & Diversity Policy will contribute to enabling all those who study and work with us to develop their full potential, improving the creative and academic environment for all members of BADA.

### **To whom does this apply?**

This Equality & Diversity Policy applies to all those who study and work for (or apply to) the British American Drama Academy.