



OETC Equality, Diversity and Inclusion (EDI) Policy (v4)

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1. Introduction

1.1. Opening Statement

Outside Edge Theatre Company (OETC) aims to create innovative theatre that inspires change and delivers activities that help people affected by substance misuse. Our work challenges stigma and provides recovery support for those impacted by harmful addictive behaviours. Through talent development and arts engagement OETC brings unheard voices to the stage and empowers people to play a leading role in their journey to recovery.

We champion the dignity of the underrepresented members of society and, with this in mind, OETC commits to create work and foster employment practices that are inspired by a comprehensive policy of inclusion, diversity, equality and equity. These values are fundamental to our core values and sit at the heart of our vision for the world we want to inhabit.

Everyone is welcome at OETC regardless of their age, race, gender or gender identity, beliefs, sexual orientation, disability status or any other characteristic protected or not, except for where our policy requires otherwise. It is our commitment to promote the health and wellbeing of our Service Users and potential Service Users. In order for us to achieve our aims it is necessary for us to remain aware that different demographics of people face particular barriers and challenges. It is our responsibility (as far as possible) to remove those obstacles that exist. This is work that will be forever ongoing and constantly changing as barriers and challenges are identified for different demographics of people. This policy provides a framework as to how this work should operate.

As a charity working at the intersection between the arts and health sectors, we find it unacceptable that this country has such a disproportionately low number of Global Majority audience members and service users: Arts Council England's 2018-2022 National Portfolio Organisations and England's publicly funded drug and alcohol treatment services in 2022 both reported that only 10% of their beneficiaries were not white. Structural inequity lies deep within the theatre industry, seen through the lack of diversity and representation on our stages and in our audiences (e.g. only 8% of the ACE 20218-22 NPO audiences identified as disabled). These systemic problems are mirrored by the country's public health system, which is rife with barriers preventing access to historically marginalised communities (e.g. in 2022 only 33% of England's drug and alcohol service users were female identifying). The discrimination facing individuals because of their protected characteristics is unacceptable and our purpose as a charity requires us to dismantle the systems which perpetuate this.

OETC's senior management and Board of Trustees acknowledge that the foundational connection between equality, diversity and inclusion and our mission should have been exercised more intentionally in the past and that without it we were ourselves complicit in inequity, oppression and exclusion. We also understand that this is likely to have resulted in harm for individuals within our community, and we will endeavour to redress this through implementing a reporting mechanism which will hold us accountable to any current and former experiences of

inequity, oppression and exclusion at OETC. Moving forward we are resolute in our non-negotiable commitment to fight inequity, oppression and exclusion where they appear systemically, structurally, culturally and at an interpersonal level.

In 2023, OETC undertook a consultation process with Mabadiliko CIC, which included a service user and employee survey and a programme of Cultural Humility Training for staff (both permanent and freelance), Peer Volunteers and Trustees. Building on the key recommendations for this consultation, our new EDI policy has been co-designed/co-produced with a diverse range of OETC's stakeholders with an aim to ensure that no job applicant, employee, volunteer, freelance worker, audience member or service user receives less favourable treatment on grounds related to any protected characteristic. Our aim is for our workforce and service users to be truly representative of all sections of society and that each employee, volunteer and beneficiary feels respected, can be their genuine selves in accordance with our values and able to give their best.

OETC fully adheres to all of our legal obligations under the Equality Act 2010 as well as all other relevant law. Without contravening what we are prescribed to do by law, we strive to go above and beyond the Equality Act in terms of providing an inclusive and fair space for all employees, freelancers, volunteers and our service users. We want to ensure that OETC benefits from a variety of perspectives and better reflects the communities we service in order to make more informed decisions and better support members of our community.

Furthermore, OETC acknowledges the unique characteristic of having lived experience of addiction and recovery within the community we work with and the stories we tell. We put our service user at the heart of what we do, with the knowledge that we can only do that if we look after the people who work here. As such, we have specific policies on workers (employees and freelancers), volunteers (including Trustees) and service users.

1.2. Our Values

Ambition

We want more people to experience life-changing theatre and increase engagement in the arts. We are committed to bringing our work to as many communities as possible and to share information about our unique work with other organisations.

Compassion

We do not judge service users. Our drama activities employ a personal, asset-based approach to identify pre-existing strengths within service users and the local community.

Creative

We engage with problems creatively and think innovatively about how to use theatre as a tool for positive change.

Effective

We are committed to increasing the efficacy of our services through rigorous monitoring and evaluations to ensure the best results and outcomes for service users.

Responsive

We listen to the needs of service users and our community, empowering them to help guide the direction of our organisation.

1.3. Our Commitment

OETC is a diverse organisation that values difference and recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. As a diverse organisation we will encourage and harness differences to make our services relevant and our organisation approachable drawing upon the widest possible range of views and experiences.

OETC commits itself to adapt to embrace different individuals. We view all diversity as enriching the organisation and value the independent knowledge and experience that this delivers.

We are committed to:

- Ensuring that the principle of equality of opportunity underpins all provision to our audiences and participants.
- Promoting and celebrating the diverse community in which we live.
- Promoting equality of opportunity for all present and potential employees, volunteers and service users.
- Ensuring that all employees and volunteers are recruited, trained and promoted on their ability and the requirements of the job.
- Create 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.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion 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

- 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 grievance and/or 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.

- Make opportunities for training, development and progress available to all staff and volunteers, 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.
- 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, volunteers and service users 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.

- Continue to co-design/co-produce with all stakeholder groups across the charity our approach to equality, diversity and inclusion.

2. The Law

Under the Equality Act 2010, it is unlawful to discriminate directly or indirectly in recruitment or employment because of a ‘Protected Characteristic’.

It is also unlawful to discriminate against or harass a member of the public or service user in the provision of services or goods or to fail to make reasonable adjustments.

In certain circumstances, OETC’s work might require a particular occupational requirement (e.g. hiring a female facilitator to deliver a female-only activity), therefore we acknowledge that any occupational requirement must be in accordance with the exemptions under the Equality Act 2010, Part 1.

2.1. Definitions of Protected Characteristics

The Protected Characteristics listed under the Equality Act 2010 are:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

As an organisation we are committed to treating everyone fairly in a legally compliant manner in relation to the above protected characteristics.

2.2. Types of Unlawful Discrimination

OETC acknowledges the following types of discrimination as prescribed by law:

- Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. However, discrimination may be lawful if there is an occupational requirement which is core to a job role and a proportionate means of achieving a legitimate aim.
- Indirect discrimination means putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.
- Harassment is where there is unwanted behaviour related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity) which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- Associative discrimination is where the individual treated less favourably does not have a protected characteristic but is discriminated against because of their association with someone who does (for example the parent of a disabled child).
- Perceptive discrimination is where the individual discriminated against or harassed does not have a protected characteristic, but they are perceived to have a protected characteristic.

- Third-party harassment occurs where an employee is harassed by third parties such as service users, due to a protected characteristic.
- Victimisation is treating someone unfavourably because they have taken some form of action relating to the Equality Act. For example, because they have supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.
- Failure to make reasonable adjustments is where a rule or policy or way of doing things has a worse impact on someone with a protected characteristic compared with someone who does not have that protected characteristic and the employer has failed to make a reasonable adjustment. Whilst the Equality Act refers to reasonable adjustments with regards to disability, it may also be discriminatory to ignore making reasonable adjustments for people with other protected characteristics (for example, to enable someone to respect a religious belief, providing gender neutral toilets, making adjustments for a woman experiencing severe menopausal symptoms, etc).

2.3. Trade Union Membership

No worker shall be treated unfairly by OETC for choosing to join or not join a union; leaving a union; moving from one union to another; taking part in any way in meetings directly or indirectly associated with a union. Unfavourable treatment can include but is not limited to dismissal or redundancy, refusing promotion or training activities because of trade union activity. OETC will never offer a benefit to leave or join a trade union or threaten to treat any worker unfairly for being or not being part of a union.

2.4. Widening Scope - Going Above and Beyond the Law

At OETC we consider the law to be the starting point in protecting characteristics and we aim to go above and beyond that. We acknowledge that this can at times risk potentially coming into conflict with the law. We understand that the law will always supersede any of our own policy making, practice and decisions. As an organisation we acknowledge that there can be competing rights and that remaining legally compliant requires acknowledgment and awareness of all legally protected characteristics.

Where the law does not prescribe, OETC will make every effort to avoid discrimination on the grounds of the Additional Protected Characteristics listed below. For the purposes of the OETC EDI Policy, these characteristics will be treated in the same manner as the Protected Characteristics listed under the Equality Act 2010.

2.4.1. Additional Protected Characteristics

OETC recognises and defines the following groups as having additional protected characteristics:

- Neurodiversity
- Homeless
- Socio-economic background
- Addiction history (there is an equality amongst addictions)
- Mental health
- Recovery (there is no hierarchy of recovery)
- Criminal record
- LGBTQIA+
- Underrepresented racial groups

This list is not exhaustive and can be amended periodically in adherence with our Diversity and Inclusion Working Group amendment policy.

2.4.2. Explanatory Note for Additional Protected Characteristics

We are aware that there is some potential overlap between these additional protected characteristics and those already legally protected characteristics. For example, neurodiversity is often considered a disability and it is protected under the Equality Act 2010. In order to go above and beyond we will always consider it a disability for our purposes and treat it as a protected characteristic and make reasonable adjustments where appropriate.

LGBTQIA+ and underrepresented racial groups are already covered by the Equality Act 2010. However, we have a policy of going above and beyond reaching underrepresented groups going out of our way to develop inclusive policies and practices for these groups of people. We acknowledge that in doing so we should not put other groups with protected characteristics at any disadvantage unless there is a legally prescribed justification. It is our policy to always mitigate any disadvantage incurred by one group when advancing the rights and interests of another group. Our aim will always be to advance one group's interests without it affecting in any way another group's interests.

Addiction is generally not covered under disability and therefore not a legally protected characteristic most of the time. Under our policy addiction is a protected characteristic and is at the heart of what we do.

Recovery is a broad concept and while elements of it may be covered by the Equality Act 2010 for the avoidance of doubt we consider it a protected characteristic in our organisation in its entirety.

2.4.3. Exceptions for Additional Protected Characteristics

In certain circumstances, it is possible that OETC's commitment to protecting additional characteristics might come into conflict with other commitments in this policy or other OETC policies.

For example, although this policy protects individuals from discrimination based on their criminal records, OETC's Safeguarding Policy prohibits us from hiring any candidate who is on the DBS barred list for work with children or vulnerable adults if the role requires they undertake unsupervised activities with service users.

Similarly, although this policy protects each individual's recovery and states that OETC does not acknowledge a hierarchy of recovery, the charity's policy on abstinence requires that all workers, volunteers and service users must be sober when they attend OETC activities in any 'official capacity'.

In cases where there is a conflict between our commitment to protect additional characteristics and OETC's policies and procedures, applicable law, the safety of our workers, volunteers and service users, as well as the values of the charity, will always be prioritised when making a determination as to which commitment should be prioritised. This will be dealt with on a case-by-case basis and should not be viewed in any way as a diminished commitment to our protection of these additional characteristics or our commitment to advancing the rights and interests of these groups.

2.4.4. Relapse Policies with Values of Equality, Diversity and Inclusion

Due to the nature of the work carried out by OETC many of the workers and volunteers that are employed or engaged are in recovery from their own addiction. OETC recognises that employees and volunteers may experience personal problems related to drugs and alcohol and they are encouraged to seek help where this occurs.

In addition to our organisation-wide rule that everyone (all workers, service users and volunteers) must be abstinent on the day that they attend an OETC activity or are acting in an official capacity on behalf of the charity, we also have a Relapse Policy employees and volunteers who are recovering addicts and alcoholics.

OETC workers, service users and volunteers should refer to the Relapse Policy if they have any questions about the amount of recovery time required for certain types of roles.

The Additional Protected Characteristics section of this EDI policy protects workers, service users and volunteers based on whether they relapse, the number of times they relapse, the type of substances that they relapse with or their choice of treatment after a relapse.

Furthermore, whenever possible, if a worker or volunteer relapses, OETC commits to signposting and supporting them to access culturally competent support services (e.g. Club Drug Clinic for LGBTQIA+ people, etc).

3. Equal Opportunities for Staff

OETC recognises the significant benefits of having a diverse workforce of employees and freelancers, and we actively seek the perspectives that individuals from different backgrounds

and abilities bring to all areas of our work. Across our workforce, activities and productions, we aim to provide equal opportunities for employment, to maintain inclusive and safe spaces for our staff, and to celebrate diversity in all its forms.

In order to do this, OETC will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Person specifications will avoid any unnecessary requirements (those unrelated to effective performance) that may otherwise have deterred applicants.

OETC will base decisions on objective criteria. We will make reasonable adjustments in recruitment as well as in day-to-day employment.

3.1. Definition of Staff

For the purposes of this policy, staff are defined as anyone who receives payment for their services by OETC. This includes employees on full-time or part-time contracts, as well as freelance (self-employed) artists and other contractors engaged by the charity.

Due to the nature of some freelance roles, such as performers and members of a creative team, this policy acknowledges that some special considerations will be required for certain recruitment processes for freelance roles, but whilst they are engaged by OETC, they will be treated to the same protections under this policy as any other types of staff.

3.2. Equal Opportunities in Employment for Staff

OETC aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of our participants, audiences and artists.

Within the parameters of the OETC's mission, we are committed to being an inclusive organisation which reflects and values the diversity of the communities that we work with, especially those affected by addiction. We strive to embrace and celebrate a broad definition of diversity within the framework of existing legislation. We recognise the significant benefits to our charity of having a diverse workforce. We actively seek the creativity, excellence, and different perspectives that individuals of all backgrounds and abilities bring to our work, which is enriched through collective experiences.

OETC's policy and practice is that a staff member's entry into employment and a progression into employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.

OETC actively seeks to ensure it is representative of our communities, in which we count our service users, artists and our audiences. All candidates for employment are treated fairly and selection is based solely on the individual's abilities and qualifications. That being said, we will

take positive action to encourage applicants from diverse backgrounds, so that staff will better represent the demographics of the diverse communities we serve, including people with lived experience of addiction and recovery.

With the exception of certain freelance roles where a full recruitment process would not be appropriate, such as Masterclass tutors, OETC will use the following procedure for recruiting and selecting individuals for all positions:

Advertising

- All posts will be advertised widely to ensure as wide a pool of candidates are reached within an appropriate lead time.
- Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding any internal advertisements to employees on long-term leave including maternity leave, paternity, and parental leave.
- Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of their protected characteristics.
- All roles, paid and volunteers, will have a full Job Description and Person Specification, which will include the following statement:

“OETC aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of our participants, audiences and artists. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge.”

- All advertisements with the Job Description and Person Specification will also carry the following statement:

“OETC is an equal opportunities employer.”

Application Forms

- Any application forms used during the recruitment process will contain only relevant questions needed for selection.

Screening

- All those handling applications and conducting interviews must be aware of the principles of the Equality Act 2010.
- Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants.
- Candidates will only be shortlisted for interview if they meet all the essential criteria defined in the Person Specification.

Interviewing

- All roles for employees will have a formal interview with at least two members of OETC's core team present. For more senior posts, a member of the Board of Trustees will be invited to attend. Whenever possible, interview panels will have gender balance and an OETC Service User Representative will be present to ensure the presence of lived experience of addiction and recovery.
- No assumptions will be made on the grounds of protected characteristics.
- Questions will relate to the requirements of the job as set out in the job description and person specification.
- Applicants will be assessed at the end of interviewing against predefined criteria.
- Interviewers will complete an interview assessment form for each candidate.

Skills Assessment

- If it is necessary to use selection tests for a role, they will only relate to non-biased, genuine requirements of the job.
- Candidates must be informed of the details of the skills assessment testing in the letter inviting them for an interview in which they will be offered the opportunity to request any reasonable adjustments they may require in order to undertake the skills assessment.

Promotion

- Promotion will be determined by merit and performance against objective criteria.
- All employees will be made aware of the promotional and career opportunities available to them. Training and job experience needed for promotional opportunities will be available with equal access to all employees.
- Unsuccessful internal candidates will be given feedback to facilitate improvement. No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Disabilities

- As set out in the Equality Act 2010, additional support will be provided to disabled applicants to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the applicant faces during the process.
- All Job Descriptions will carry the following statement:

“Please feel free to contact us if you require further assistance or would like to submit your application in an alternative format. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010.”

- Where the applicant has indicated they need reasonable adjustments made to the recruitment and selection process, this must be discussed with the hiring manager.

Appointment

- The choice of candidate will be determined by the interview panel. The panel will take into account any other information generated as part of the process.
- A formal offer will be confirmed in writing. The offer will be conditional upon receipt of the evidence required for the role in line with OETC’s Safeguarding Policy, such as suitable references, Disclosure and Barring Service (DBS) and other appropriate checks, if applicable to the post.
- If required, references must not be contacted without the permission of the candidate to whom they relate to.
- For the purposes of paid employment, OETC will only employ staff who are legally entitled to work in the United Kingdom and all applicants for these roles will be required to provide OETC with appropriate documentation to prove their eligibility to work in the UK.

Keeping Records

- All application details are treated with the utmost confidentiality.
- OETC will retain all records arising through the recruitment process for the period of six months. For the avoidance of doubt, this includes records of any skills assessment testing undertaken and records from the interview process, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.
- OETC will keep anonymous records of the protected characteristics of its employees and of all candidates and of those shortlisted and appointed based on the information provided in the candidates Equal Opportunities Monitoring Form (see Appendix 1). Records may be used to determine whether members of one protected characteristic do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs.

Concerns With The Recruitment Process

- All allegations of discrimination against a person because of a protected characteristic will be dealt with seriously and confidentially. Any employee who is concerned with this

recruitment and selection policy or with its operation within OETC should follow the normal Grievance Policy and Procedure, which is discussed in section 7 of this policy.

Review of Recruitment Practice

- Recruitment procedures and practices will be kept under review so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

3.3. Positive Action: Developing a Lived Experience Workforce

OETC recognises the strengths of peer-led delivery, particularly for the communities we work with. Therefore, we are committed to developing a workforce with the lived experience of being affected by addiction that is reflective of the communities in which we work.

A NESTA/National Voices report (2015) found peer-to-peer engagement helps people feel more knowledgeable, confident and happy, and less isolated or alone. Peer-to-peer support and delivery are key elements within OETC activities, and help to ensure our work is relevant and accessible. Where possible we always have a minimum of 1 facilitator with lived experience of addiction in the room and as much as possible we aim for this facilitator to be a former or current OETC service user.

It remains lawful to use positive action measures such as targeted training to alleviate disadvantages experienced by people who share a protected characteristic, to reduce their under-representation and to meet their particular needs. Such measures must be a proportionate way to achieve the relevant aim.

Preference can be given to someone from a 'protected group' that is under-represented in your workforce, where there are two equally well-suited applicants/candidates. It does not require you to give preference to a candidate who is less well-qualified. If there are candidates who are equally qualified it is not mandatory to choose the candidate from an under-represented group. Positive action is voluntary and it must be proportionate to what it's trying to achieve.

Where appropriate, OETC will use positive action measures to achieve better representation in our workforce and to proactively develop a workforce with the lived experience of being affected by addiction through targeted training opportunities and targeted recruitment methods. In order to achieve OETC's aim of developing a lived experience workforce, all advertised job descriptions must include the following statement:

"We particularly want to encourage people to apply for this role who have lived experience of being affected by addiction and those who are representative of the diverse communities we serve."

If required by OETC's Relapse Policy, job descriptions will also include information on the minimum recovery time required by the role advertised.

3.4. Equal Pay for Staff

OETC strives to be an equal opportunity employer. This means our intention is to treat all staff equitably with regards to the terms and conditions of employment offered including pay. OETC's Board of Trustees will review pay levels from time to time to identify and address any anomaly.

OETC commits to the following actions in our aim to achieve equal pay for staff:

- OETC encourages career development across all protected characteristics and seniority levels of the organisation through in-house and external training and development. All relevant staff, including those on fixed-term and part-time contracts, will have equal access to training opportunities.
- We support requests for flexible working that meet the criteria in our Flexible Working Policy.
- OETC rewards staff fairly within an incremental pay system that provides equitable progression. For example, for male and female workers, we have policies in place that support gender equality (e.g. flexible working and maternity, paternity leave and shared parental leave policies).
- OETC fully supports the living wage, as set by the Living Wage Foundation, and will aim to pay not less than this level or the London Living Wage for activities based in London, subject to affordability.
- For freelance roles, OETC will follow the pay guidance outlined by the appropriate trade union or professional association, such as the Independent Theatre Council, Equity, BECTU, etc.
- OETC's recruitment and selection procedure aims to ensure that the most suitable candidate is chosen for the job, and that all applicants receive fair and equitable treatment during the recruitment and selection process.
- Interviews are structured with the same questions asked of all candidates, answers are graded based on the criteria.
- To promote diversity we consider Positive Action methods (see section 3.3. above) for attracting applicants with a specific protected characteristic(s) for roles where there is an existing imbalance.

3.5. Reasonable Adjustments for Staff

OETC will aim to make reasonable adjustments, as far as possible, to remove or reduce any substantial disadvantage faced by a staff member or job applicant which would not be faced by a non-disabled person.

A 'reasonable adjustment' is a change to remove or reduce the effect of:

- An employee's disability so they can do their job
- A job applicant's disability when applying for a job

What is reasonable will depend on the circumstances of each case, but adjustments could be to:

- The workplace (making changes to overcome barriers created by the physical workplace)
- The ways things are done (where the disabled staff member is put at a substantial disadvantage by a provision, criterion or practice)
- Providing extra equipment or getting someone to assist the employee or job applicant

When deciding whether an adjustment is reasonable we will consider:

- How effective the change will be in avoiding the disadvantage the employee would otherwise experience
- Its practicality
- The cost
- Our resources and size
- The availability of financial support

3.6. Statement on Freelancers

Freelance (self-employed) workers are vital to OETC's work and they are an integral part of our community. As a theatre company and participatory arts charity, OETC employs freelancers as facilitators, performers, playwrights, creative team members, fundraising bid writers and numerous other essential roles.

We acknowledge that this type of employment is often unstable, and leaves many artists feeling vulnerable and unheard within the UK theatre industry. Many freelancers feel undervalued, underpaid and underappreciated, therefore it is not surprising that this workforce has historically had issues of persistent exclusivity, inequality and inaccessibility, with many freelancers from underrepresented backgrounds being discouraged due to the industry's lack of meaningful progression in terms of equality.

With this policy, OETC aims to protect freelancers and ensure they are treated with dignity and supported by the charity to flourish in their roles. Although the recruitment process for certain freelance roles may differ from that of other employees at OETC, this policy clarifies that freelancers are covered by the charity's EDI policy. We will avoid unlawful discrimination against freelancers, especially based on the protected characteristics and additional protected characteristics, in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits and discipline. We will also make use of positive action to support the development of a freelance workforce with lived experience of being affected by addiction and to achieve a more balanced representation in our workforce across all of the protected characteristics and additional protected characteristics in this policy.

At the time of writing this policy, the majority of OETC's staff members are the charity's team of freelance facilitators who deliver our participatory arts activities. In order to represent the diversity of the communities in which we work, OETC aims to ensure that facilitation teams (mostly comprising two facilitators for each session) are comprised of a balance of protected characteristics (e.g. a gender balance, ethnic diversity, etc) and that at least one member of the facilitation team has lived experience of being affected by addiction.

OETC acknowledges that the lack of a stable income source is one of the key barriers for people from underrepresented communities feeling that they can develop a freelance career in the arts. We also acknowledge the value of developing long-term relationships and trust between facilitators and service users. Therefore, as much as possible, we commit to offering existing facilitators a 'first right of refusal' on any facilitation roles that we need to recruit. This commitment to providing as much work as possible to existing freelance facilitators must be assessed on a case-by-case basis within the parameters of the Equal Opportunities in Employment for Workers section (3.2.) of this policy. In these cases, OETC will also take into consideration the needs of the charity, including our commitment to ensuring facilitation teams have a balance of protected characteristics, our commitment to developing a workforce with lived experience of being affected by addiction, our overall commitment to equality, diversity and inclusion, and the skills required for any particular OETC activity.

OETC aims to provide accessible learning, training and development opportunities for our freelancers and, whenever we do so, we commit to paying them at minimum the Living Wage or London Living Wage so they can take part in these opportunities.

In order to ensure freelance roles are properly valued and accessible in terms of being a viable source of income for people from underrepresented backgrounds, in an earlier section (3.4. Equal Pay for Workers) we committed to follow the pay guidance for freelance roles as outlined by the appropriate trade union or professional association, such as the Independent Theatre Council, Equity and BECTU. We will go further by committing to open recruitment processes for any available freelance role where it is appropriate to advertise the opportunity on Arts Jobs, Open Hire or any other public platform.

Throughout their freelance engagement with OETC, all allegations of discrimination against a person because of a protected characteristic will be dealt with seriously and confidentially. Any freelancer who is concerned with OETC's employment procedures should follow the normal Grievance Policy and Procedure, which is discussed in section 6 of this policy.

To help us monitor our progress, freelancers who apply through an open recruitment process and all freelancers who are offered paid work with OETC are asked to complete our standard Equal Opportunities Monitoring Form (Appendix 1). Depending on the nature and length of the contract, freelancers may also be asked to complete a qualitative feedback form at the end of the engagement to find out about their experience working with us.

OETC aims to provide better representation for freelancers across our charity's decision making structures. To this end, based on recommendations from the Diversity and Inclusion Working

Group (DIWG)'s Action Plan, we will endeavour to find opportunities to involve freelancers at Board of Trustee Meetings and awaydays focusing on strategic planning.

3.7. Statement on Casting

OETC seeks to employ the very best available talent for every role in our productions. We champion diversity in all forms within casting decisions and we are dedicated to creating a safe and supportive audition environment where performers are empowered to do their best work.

We also have a responsibility to consider and cast, where possible and appropriate, performers with lived experience of being affected by addiction.

We are committed to ensuring equal opportunities for all performers regardless of their characteristics protected by this policy. We understand the importance of visibility and representation onstage and we want to reflect the diversity of the population in our work. We are committed to representing the true diversity of our society in our casts and to the inclusion of people from historically and currently excluded groups and communities, without prejudice as to whether they are drama school trained or not.

We welcome feedback on our casting practices and this policy will continue to be reviewed with members from our artistic community. To help us monitor our progress, all performers who are offered paid work with OETC are asked to complete our standard Equal Opportunities Monitoring Form (Appendix 1) at the start of the engagement. Depending on the nature and length of the contract, performers may also be asked to complete a qualitative feedback form at the end of the engagement to find out about their experience working with us.

3.7.1. Integrated Casting Policy

To support our equal opportunities commitments to performers, we have developed an Integrated Casting Policy:

- We seek to provide opportunities for performers with lived experience of being affected by addiction.
- We seek to cast performers from all cultural groups and of all ethnicities and will consider artists from diverse backgrounds for every role, not just those written with specific personal characteristics in mind.
- We will actively seek casting opportunities for trans, nonbinary and gender nonconforming people in any role regardless of gender.
- Where we are casting for a role that is culturally specific, we are committed to casting a performer from that culture and/or lived experience.
- We will never cast a cisgender person in a trans, nonbinary or gender nonconforming role.

- We seek to provide opportunities for d/Deaf and disabled performers and will consider making reasonable adjustments, if required.
- We will never cast a non-d/Deaf or disabled person in a d/Deaf or disabled role.

In order to achieve our commitment to achieving a diverse cast, or to help redress any imbalances that might occur across the protected characteristics listed in this policy, OETC will take positive action in our approach to casting as and when required.

3.7.2. Audition Guidelines

To ensure equal opportunities for performers from all backgrounds, the casting requirements of available roles on all OETC productions are advertised on Spotlight. Breakdowns are sent to all UK agents and on occasion are distributed internationally. In the event that we are looking for more specialised or specific performers, breakdowns will be advertised on the Spotlight link board and other relevant channels.

OETC is committed to creating an equitable space for all through our casting processes and we aim to provide an anti-oppressive environment for people from all backgrounds. We believe in honouring best practice including the removal of barriers in audition rooms, rehearsal spaces and casting processes to support participation. To support these commitments, OETC works in accordance with the theatre Audition Guidelines set out by the Casting Directors' Guild and at the very least this means that performers will:

- Be given adequate time for preparation, whenever possible.
- Know who they will be meeting and what is expected of them in the audition.
- Be offered the opportunity to inform us if they have access needs and have any access needs or requirements met.
- Ensure that every performer who auditions for a role (and their agents) are kept up to date throughout the casting process with decisions, next steps and/or recalls.

Throughout the casting process, all allegations of discrimination against a person because of a protected characteristic will be dealt with seriously and confidentially. Any performer who is concerned with OETC's casting process should follow the normal Grievance Policy and Procedure, which is discussed in section 7 of this policy, and they will be made aware of this option at every stage of the casting process.

3.8. Statement on Touring

In addition to supporting people with all protected and additional protected characteristics listed in this policy, for the purposes of touring activities OETC has adopted the Anti Racism Touring

Rider as an important statement of intent and will work with colleagues from across the industry to implement this. As a company, we have made a commitment over the next 2 years to meet the baseline actions of the rider.

The Anti Racism Touring Rider (and accompanying checklist) acknowledges the long and considerable history of activism and work that has been led by artists who have experienced racism. It acknowledges that there have been incidents of individual and systemic racism in the past for, from and with venues and companies, and seeks to ensure all elements of touring are actively promoting anti-racism. For its part, OETC aims to make touring a safer, more equitable environment.

OETC acknowledges that touring is a vulnerable component of the sector for security and well-being, as company members repeatedly enter a new location and adapt to a new venue. We intend to use the Anti Racism Rider to establish the baseline of expectations between stakeholders on a touring production. The driving principle of the Rider is the achievement of equality of experience for all races, though we believe that the positive effects will extend further and benefit everyone involved.

4. Equal Opportunities for Service Users

OETC's mission is to create innovative theatre that inspires change and to deliver activities that help people affected by addiction. Our Service Users are the beneficiaries of our charitable activities, which includes our participatory arts sessions and theatre productions.

OETC is committed to ensuring our activities remain inclusive and accessible for Service Users from diverse backgrounds, abilities and lived experiences. We will raise awareness of issues related to equal opportunities in our work and ensure our Service Users act in a way that enables equality and inclusion. We strive to provide an environment in which all Service Users feel safe, respected and valued. Service Users will not be discriminated against based on any of the characteristics listed in this policy document and OETC will endeavour to put practices in place that will support people from underrepresented backgrounds to access, progress and feel included in our offer of activities as participants and audience members.

We believe that access to the arts is a fundamental human right and we will try to proactively remove as many barriers as possible to support people to access, flourish and progress throughout our activities. Consideration will be given to each person as an individual with particular needs, skills and physical abilities. We undertake targeted outreach practices to ensure our Service Users represent the communities in which we work and on a case-by-case basis we will make reasonable adjustments to the delivery of our activities to support Service User access requirements.

4.1. Definition of Service Users

In general, OETC Service Users are people who are affected by addiction. This encompasses people who are in recovery, those interested in reducing harmful addictive behaviours, people who are affected by addiction in another way (e.g. family members and carers) and those at-risk of addiction due to mental ill health, homelessness, or any other factor.

Service Users who access OETC's participatory arts activities, social events and pastoral care/wraparound support are normally 18 years old and older, with the expectation of any participants for our Young People's Project and other activities focused on a younger demographic. For the purposes of safeguarding, we classify every adult who accesses OETC's participatory arts activities as a vulnerable adult.

For the purposes of this EDI policy document, when discussing Service Users we are mostly focused on those who access OETC's participatory arts activities and other Creative Health activities, either on an ongoing basis (e.g. those who attend weekly sessions) or on a one off basis (e.g. as a Taster Session participant). We also acknowledge the other beneficiary group for OETC's work are audience members who attend our productions, and therefore we include audiences as a group of Service Users who must be considered by this EDI policy.

4.2. Equal Opportunities in Recruitment and Progression of Service Users

OETC's policy and practice is that our charitable activities are available to any Service User who adheres to our requirement that they are 'abstinent on the day' of the activity and that they follow any group guidelines or rules, including that they respect other Service Users, staff and volunteers. Group guidelines or rules will be transparent, publicly available and developed in a manner that acknowledges and celebrates a broad definition of diversity in all its forms.

In order for our activities to reflect the communities in which we we work, when budget and staff capacity allow, we commit to co-designing/co-producing culturally competent activities for targeted groups with particular protected characteristics (e.g. Women's Drama Group, heritage storytelling theatre for Muslim service users in East London, etc). We acknowledge that this work is essential for helping us to become more representative of the communities in which we work and is important for us to remain accessible to different members of the community.

OETC's Participation Pathways, which include progression from drop-in groups to intermediate and advanced activities, will be available to all Service Users who meet any minimum requirements for progression. We commit to identifying and removing as many barriers as possible to ensure access to activities is possible for Service Users with various needs and requirements. To achieve this, we undertake a risk assessment for each venue in which we work that identifies accessibility risks for each protected characteristic and the mitigating actions we will take to address these risks. For example, for activities that take place in the evening, we would assess how female service users might feel walking between the closest public transportation

hub and the venue and determine whether a 'buddy' system should be established to ensure women are not made to walk alone in the dark.

In terms of physical access, we commit to ensuring that all of the venues we use for our activities are wheelchair accessible.

OETC takes the privacy of our Service Users very seriously and we are committed to protecting the privacy of our Service Users. In addition to the existing procedures in our Privacy Policy, we acknowledge that there are particular issues around privacy affecting the particular needs of individuals and groups of Service Users and that some Service Users require additional considerations in order to remain anonymous, especially in relation to their addiction and/or mental health issues. As a theatre company, by the very nature of the work we do publicity and media are features of our offerings. We will always take a pragmatic approach to ensure that no part of our privacy or public media policy will create barriers to participation from any group or individual. Our approach may differ on a case-by-case basis regarding the particulars of each situation. We also acknowledge that based on the needs of those from certain communities, privacy and anonymity concerns should be taken into consideration when risk assessing our work from the perspective of being more culturally competent.

To ensure OETC's activities are delivered in a manner that considers and champions the values of this policy, as outlined in Section 8 (Learning, Development and Training) all of our staff and volunteers will be required to complete a minimum level of EDI training.

When OETC presents performances of our work, for all productions we commit to developing practices that will ensure the work is accessible to as many audience members as possible and we will provide opportunities for audiences from underrepresented backgrounds to unpack stories in depth and with care. For all productions, we will identify and communicate any content warnings associated with the material. For productions with a run of over one week, we will also develop information packs and depending on budget and logistics, we commit to ensuring access performances and BSL performances are programmed into the run.

Any OETC Service User who wishes to raise a complaint in relation to any areas covered in this policy, should follow the steps outlined in our Complaints Procedure, which includes both informal and formal routes. OETC is committed to ensuring that our Complaints Procedure is transparent and accessible.

OETC puts Service Users at the heart of everything we do and we ensure that we have an open and ongoing conversation with them about how best to meet their evolving needs and requirements. With this in mind, we commit to at least 1 Co-Production Meeting per year so that we can work with our Service Users to co-design our response to any changes in EDI considerations. We also commit to having at least 2 Service User Representatives at any one time who are able to attend Board Meetings.

In terms of monitoring and reporting on the progress of the actions in this policy document, anonymised data on protected characteristics and additional protected characteristics is

gathered for all service users when they sign up (see list of Demographic Detail Questions on Welcome Form - Appendix 2). We also ask audience members to provide data on protected characteristics and additional characteristics when they attend OETC performances (see list of Demographic Detail Questions on Audience Feedback Form - Appendix 2). This data is monitored by the Board of Trustees on an annual basis to identify imbalances and this information is made publicly available in OETC's Annual Report.

4.3. Positive Action: Outreach and Engagement

To ensure OETC's activities can be accessed by Service Users from under-represented communities, we will undertake target outreach work to attract a diverse range of Service Users. We will monitor and report on the demographic makeup of OETC's activities as outlined in section 10.4 and we will take proportionate action to reduce any under-representation identified. Depending on the recommendations of the Diversity and Inclusion Working Group's Action Plan, we will determine whether benchmarking any protected characteristics within specific groups or areas of our work will be required.

When considering the engagement of Service Users across OETC's offer of activities, we will also use positive action to address any under-representation that might occur with our progression of Service Users into intermediate groups, volunteering/employment opportunities, social events, Masterclasses, and any other element of the OETC Progression Pathways Programme.

4.4. Reasonable Adjustments for Service Users Statement

OETC will aim to make reasonable adjustments, as far as possible, to remove or reduce any substantial disadvantage faced by a service user, which would not be faced by a non-disabled person.

A 'reasonable adjustment' is a change to remove or reduce the effect of:

- A service user's disability so they can access OETC's activities and offers of support

What is reasonable will depend on the circumstances of each case, but adjustments could be to:

- The service delivery space (making changes to overcome barriers created by the physical service delivery space)
- The ways things are done (where the disabled service user is put at a substantial disadvantage by a provision, criterion or practice)
- Providing extra equipment or getting someone to assist the service user

When deciding whether an adjustment is reasonable we will consider:

- How effective the change will be in avoiding the disadvantage the service user would otherwise experience
- Its practicality
- The cost
- Our resources and size

- The availability of financial support

5. Equal Opportunities for Volunteers

OETC aims to provide equal opportunities for volunteering, to maintain inclusive and safe spaces for our volunteers, and to celebrate diversity in all its forms.

As a charity, OETC is part of the voluntary sector and as such values the unique contribution that volunteers bring to our organisation. Across the charity, volunteers provide a range of support, from the delivery of services to the governance role of our Board of Trustees. We strive to embed volunteering throughout our organisation. For example, in addition to Volunteer Peer Mentors in weekly sessions, our main outreach tool (Drama, Dance and Creative Writing Taster Sessions for treatment facilities) is delivered by trained OETC volunteers who are current and former service users. This volunteering activity is central to our Participation Pathways programme in which we provide meaningful training, volunteering and employment opportunities for service users to help them build Recovery Capital.

OETC will make sure that Volunteers are dealt with in accordance with our Equal Opportunities Policy, Data Protection Policy and Privacy Policy and that Volunteers are aware of these policies and their implications for the people we work with. OETC will avoid unlawful discrimination in all aspects of volunteering including recruitment, promotion, opportunities for training, pay and benefits (including volunteer expenses), and discipline.

At the time of writing this policy, OETC has three main types of volunteers (Peer Volunteers, Trustees and General Volunteers). Although each of these types of volunteers should be treated in the same manner under the terms of this policy, the process of recruitment varies between each of these groups depending on their particular needs and requirements.

5.1. Definition of Volunteers

Peer Volunteers are volunteers who are recruited through OETC's cohort of service users. As such, a Peer Volunteers' volunteering activity is part of their Progression Pathway plan, which requires minimum amounts of time to be spent participating in certain levels of activity. Roles undertaken by Peer Volunteers range from volunteering to support delivery at weekly sessions, to attending coffee mornings as OETC outreach representatives and delivering Taster Sessions in treatment facilities, to participating in Diversity and Inclusion Working Group meetings and attending Board Meetings as Service User Representatives.

Trustees are OETC's Board of Trustees. They are the sole members of the charity and are also directors of the company and charity. The roles and responsibilities of Trustees are outlined in OETC's Memorandum and Articles of Association.

General Volunteers are members of the public who offer to volunteer for OETC to help the charity achieve its charitable objects. The roles undertaken by these volunteers range from Student

Placements in our weekly participatory arts activities, to volunteering activities at our Service User Social Events, and other ad hoc support of the charity (e.g. volunteer fundraiser, pro bono services and support, etc).

5.2. Equal Opportunities in Volunteering for Volunteers

OETC aims to make volunteering opportunities accessible for anyone who wishes to volunteer for us. We will never discriminate against a potential or existing volunteer based on any of the protected characteristics or additional protected characteristics outlined in this policy. We commit to providing appropriate support and training to ensure that people from any background are able to volunteer for OETC.

Broadly speaking, and dependent upon the specific volunteering opportunity, the recruitment and engagement with volunteers should follow the Equal Opportunities policy and procedure outlined in section 3 for Workers. Although these policies and procedures must be considered on a case-by-case basis for volunteer roles and individual volunteers, at the outset we have identified some particular measures that deviate from the policy for Equal Opportunities for Workers based on the different types of volunteers discussed above.

For the avoidance of doubt, any offer for volunteering will be conditional upon receipt of the evidence required for the role in line with OETC's Safeguarding Policy, such as suitable references, Disclosure and Barring Service (DBS) and other appropriate checks, if applicable to the post.

Any volunteer who is concerned with this recruitment and selection policy or with its operation within OETC should follow the normal Grievance Policy and Procedure, which is discussed in Section 7 of this policy.

5.2.1. Equal Opportunities for Peer Volunteers

Potential Peer Volunteers will be identified from the current service user cohort based on criteria that is consistently applied to all candidates and which is transparent and clearly articulated to all service users.

At minimum, Peer Volunteers must attend a drop-in activity for at least three months with consistent attendance (present at 75% or more sessions across this period of time) before they will be offered an opportunity to volunteer. Furthermore, Peer Volunteers who are offered the opportunity to be trained to support with the facilitation of Taster Sessions must attend an intermediate-level activity (e.g. Edge Two, Write Two, etc) for at least three months with consistent attendance (present at 75% or more sessions across this period of time).

Once a service user has met the minimum requirements to volunteer for OETC, they will be contacted by a member of OETC's staff team to provide them with more information about our Volunteering Participation Pathway, including any upcoming volunteer training opportunities. If a volunteering opportunity requires an application as part of the recruitment process, this

application process will follow the spirit of the policies and procedures outlined in the Equal Opportunities in Employment for Workers policies and procedures set out in Section 3.2 of this policy.

To ensure volunteering opportunities are accessible to people from underrepresented backgrounds, potential volunteers will be made aware of OETC's Expense Policy for volunteers, which covers costs incurred for travel and subsistence, and that we will pay for any DBS checks required before volunteering starts.

OETC will keep anonymous records of the protected characteristics of its Peer Volunteers and of all candidates and of those shortlisted and appointed based on the demographic information provided by service users in their engagement with OETC, which is outlined in Section 4.4 of this policy (see Appendix 2). Records may be used to determine whether members of one protected characteristic do not apply for volunteering opportunities or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain volunteering opportunities.

5.2.2. Equal Opportunities for Trustees

OETC's Board of Trustees requires a diversity of perspectives and experiences, therefore we are committed to ensuring Trustee opportunities are accessible regardless of any protected characteristics or additional protected characteristics listed in this policy.

In order to ensure the widest range of candidates for Trustee roles, OETC commits to undertaking open and transparent recruitment processes to fill any vacancies on its Board of Trustees. With this in mind, any recruitment process for Trustee positions should follow the Equal Opportunities in Employment for Workers policies and procedures set out in Section 3.2 of this policy. For the avoidance of doubt, this includes the policies on keeping records, which includes the collection and reporting of data from candidates' Equal Opportunities Monitoring Forms to help us address any imbalances in the future recruitment of Trustees.

To ensure Trustee volunteering opportunities are accessible to people from underrepresented backgrounds, potential Trustees will be made aware that we will pay for any DBS checks required before volunteering starts.

At the time of writing this policy, OETC's policy is not to pay for travel expenses for Trustees to attend quarterly Board Meetings. We acknowledge that this policy may act as a barrier for potential Trustees from underrepresented backgrounds, and we are currently reviewing this policy along with other questions about accessibility, such as changing the time and dates of Board Meetings to allow better access for Trustees with childcare and employment-related responsibilities.

5.2.3. Equal Opportunities for General Volunteers

Due to the varied nature of general volunteering opportunities, OETC does not have a consistent recruitment process for these types of volunteers as they are recruited on a case-by-case basis in

line with the needs of the charity. Regardless of any deviation in the recruitment process for general volunteers compared to our other volunteering roles, we are committed to ensuring that general volunteering opportunities are accessible to all reasonable candidates regardless of any protected characteristics or additional protected characteristics listed in this policy.

To help us monitor our progress, general volunteers who apply through an open recruitment process are asked to complete our standard Equal Opportunities Monitoring Form (Appendix 1). Depending on the nature and length of the volunteer's engagement with the charity, general volunteers may also be asked to complete a qualitative feedback form at the end of the engagement to find out about their experience working with us.

Although OETC has a policy not to pay for student placement DBS checks or volunteer expenses, if appropriate and required we will pay for these expenses for other general volunteer roles in line with our Expense Policy for volunteers.

5.3. Positive Action: Development of a Lived Experience Volunteer Workforce

As explained in section 3.3, OETC recognises the strengths of peer-led delivery, particularly for the communities we work with. Peer-to-peer support and delivery are key elements within OETC activities, and help to ensure our work is relevant and accessible. Therefore, we are committed to developing a volunteerforce with the lived experience of being affected by addiction that is reflective of the communities in which we work; OETC feels this is a particularly important commitment in relationship to our Peer Volunteers and Board of Trustees.

Where appropriate, OETC will use positive action measures to achieve better representation amongst our volunteers and to proactively develop a volunteerforce with the lived experience of being affected by addiction through targeted training opportunities and targeted recruitment methods. If volunteers are recruited through an open recruitment process where the volunteer role is advertised, the advertised volunteer description must include the following statement:

“We particularly want to encourage people to apply for this role who have lived experience of being affected by addiction and those who are representative of the diverse communities we serve.”

5.4. Reasonable Adjustments for Volunteers Statement

To the best of OETC's ability, the charity commits to making the necessary reasonable adjustments to remove any barrier associated with the protected characteristics or additional protected characteristics in this policy that are faced by volunteers that may inhibit their ability to volunteer for us.

Any request by a volunteer for a reasonable adjustment should follow the same set of policies and procedures as outlined above in the Reasonable Adjustments for Workers section (3.5).

6. Harassment and Bullying

We take the safety and wellbeing of our workers, service users and volunteers very seriously. Striving to make sure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is central to ensuring equal opportunities in employment.

OETC will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace or during activities organised by the charity. This is regardless of whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

Although there is no legal definition for bullying, OETC defines bullying as a behaviour that hurts someone else, which is usually repeated over a long period of time. We also rely on the definitions of bullying provided by the Anti-Bullying Alliance and the UK Government's Bullying at School guidance, which state that the behaviour in question must be intended to harm someone else in order to be defined as bullying.

OETC's Anti Harassment and Bullying Policy requires that all employees, contractors, volunteers, service users and others who come into contact with us in the course of our work, are treated with dignity and respect. This is without regard to gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability. The Anti Harassment and Bullying Policy is to be used alongside OETC's other policies, including this EDI Policy, therefore the protected characteristics listed in the policy should extend to the Additional Protected Characteristics outlined in section 2.3.1 in this policy.

7. Complaints, Grievance and Whistleblowing Processes and Procedures

OETC is committed to ensuring that all workers, service users and volunteers who raise a complaint, grievance or whistleblow are treated with dignity and respect. This is without regard to any of the Protected Characteristics or Additional Protected Characteristics listed in this policy.

Anyone who raises a complaint, grievance or whistle blows:

- Will be treated with respect
- Will be listened to
- Will not have services withdrawn
- Will not be labelled a troublemaker
- Will be kept informed about the progress of their complaint

If an OETC worker, service user or volunteer wishes to raise a complaint in relation to any areas covered in this policy, they should follow the steps outlined in our Complaints Procedure, which includes both informal and formal routes.

If someone would prefer to make an anonymous complaint, or if their complaint relates to the charity's Participation and Operations Manager or Artistic Director / CEO and therefore they would prefer to make a complaint directly to the charity's Board of Trustees, then they can follow a link on the Complaints Procedure page on OETC's website to an online form.

The Complaints Procedure outlines that if an employee, freelancer, trainee or volunteer wishes to make a complaint, they should follow OETC's standard grievance process, which is outlined in the charity's Disciplinary Procedure Policy.

OETC wants to encourage a working environment where everyone feels comfortable about highlighting fraud, misconduct or wrongdoing by staff or others working on behalf of the charity. If anyone has concerns about the conduct of others in the charity or the way in which the organisation is run, they are encouraged to raise these concerns in accordance with OETC's Whistleblowing Policy and Procedures.

The Public Interest Disclosure Act 1998 provides protection for workers who raise legitimate concerns about specified matters in the public interest. These are called 'qualifying disclosures'. A qualifying disclosure is one made by an employee who has a reasonable belief that the following actions are being, has been, or is likely to be, committed:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation
- Or concealment of any of the above

If anyone making a qualifying disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because they have made a disclosure.

OETC is committed to providing external supervision for Workers and Volunteers that work directly with Service Users to help alleviate any issues that may arise before they require escalation to a line manager or formal complaint. At the time of writing this policy document in February 2024, this support takes the form of monthly external supervision sessions provided by Flourishing Lives.

8. Learning, Development and Training

OETC is committed to supporting our workers, service users and volunteers to learn about equality, diversity and inclusion and to provide opportunities for them to continue to develop the knowledge and skills required to exercise these values with intention and impact.

As a starting point, the following minimum training requirements for the different types of workers and volunteers that we contract and engage, which form part of their onboarding plans and for which an official certificate of successful completion must be obtained:

Group	Applicable OETC Worker or Volunteer	Minimum Training Required							
<p><u>Group 1</u></p> <p>Workers and Volunteers with limited contact with service users.</p>	<p>Masterclass Tutors</p> <p>Freelance performers and creative team members</p> <p>Freelance contractors for ad hoc administration roles</p> <p>General volunteers</p>	None							
<p><u>Group 2</u></p> <p>Volunteers who work regularly with service users.</p> <p>They have a responsibility to contribute to and promote the equality, diversity and inclusion of OETC's activities. They are required to have a general understanding of the Equality Act 2010 and an understanding of OETC's EDI policy and procedures, as they may be approached with concerns about issues related to equality, diversity and inclusion by service users.</p>	<p>Peer Volunteers</p> <p>Trustees</p> <p>Anyone participating in a recruitment process who is not in Groups 3 or 4</p>	<table border="1"> <thead> <tr> <th data-bbox="1029 1083 1224 1178">Learning Source</th> <th data-bbox="1224 1083 1417 1178">Module</th> </tr> </thead> <tbody> <tr> <td data-bbox="1029 1178 1224 1425">ACAS</td> <td data-bbox="1224 1178 1417 1335">Equality, Diversity and Inclusion</td> </tr> <tr> <td></td> <td data-bbox="1224 1335 1417 1425">Bullying and Harassment</td> </tr> </tbody> </table>		Learning Source	Module	ACAS	Equality, Diversity and Inclusion		Bullying and Harassment
Learning Source	Module								
ACAS	Equality, Diversity and Inclusion								
	Bullying and Harassment								
<p><u>Group 3</u></p> <p>Workers who work regularly with service users.</p> <p>They have a responsibility to</p>	<p>Regular Facilitators</p> <p>Freelancers artists who work on project-based activities</p>	<table border="1"> <thead> <tr> <th data-bbox="1029 1684 1224 1778">Learning Source</th> <th data-bbox="1224 1684 1417 1778">Module</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Learning Source	Module				
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<p>contribute to and promote the equality, diversity and inclusion of OETC’s activities. They are required to have a general understanding of the Equality Act 2010 and an understanding of OETC’s EDI policy and procedures, as they may be approached with concerns about issues related to equality, diversity and inclusion by service users.</p>	<p>involving service users</p>	<table border="1"> <tr> <td data-bbox="1019 191 1226 426">Southwark: My Learning E-Source</td> <td data-bbox="1226 191 1432 300">Equality Act 2010</td> </tr> <tr> <td data-bbox="1019 191 1226 426"></td> <td data-bbox="1226 300 1432 426">Equality in the Workplace</td> </tr> <tr> <td data-bbox="1019 426 1226 520">ACAS</td> <td data-bbox="1226 426 1432 520">Bullying and Harassment</td> </tr> </table>	Southwark: My Learning E-Source	Equality Act 2010		Equality in the Workplace	ACAS	Bullying and Harassment	<table border="1"> <tr> <td data-bbox="1226 191 1432 300">Equality Act 2010</td> </tr> <tr> <td data-bbox="1226 300 1432 426">Equality in the Workplace</td> </tr> <tr> <td data-bbox="1226 426 1432 520">Bullying and Harassment</td> </tr> </table>	Equality Act 2010	Equality in the Workplace	Bullying and Harassment						
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<p><u>Group 4</u> Core staff and employees who are not on freelance or self-employed contracts, regardless of whether they work directly or regularly with service users.</p>	<p>All fixed-term and permanent staff members</p>	<table border="1"> <thead> <tr> <th data-bbox="1019 598 1226 745">Learning Source</th> <th data-bbox="1226 598 1432 745">Module</th> </tr> </thead> <tbody> <tr> <td data-bbox="1019 745 1226 961">Southwark: My Learning E-Source</td> <td data-bbox="1226 745 1432 840">Equality Act 2010</td> </tr> <tr> <td data-bbox="1019 745 1226 961"></td> <td data-bbox="1226 840 1432 961">Equality in the Workplace</td> </tr> <tr> <td data-bbox="1019 961 1226 1243">ACAS</td> <td data-bbox="1226 961 1432 1056">Bullying and Harassment</td> </tr> <tr> <td data-bbox="1019 961 1226 1243"></td> <td data-bbox="1226 1056 1432 1243">Disability, Discrimination and Reasonable Adjustments</td> </tr> </tbody> </table>	Learning Source	Module	Southwark: My Learning E-Source	Equality Act 2010		Equality in the Workplace	ACAS	Bullying and Harassment		Disability, Discrimination and Reasonable Adjustments	<table border="1"> <thead> <tr> <th data-bbox="1226 598 1432 745">Module</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 745 1432 840">Equality Act 2010</td> </tr> <tr> <td data-bbox="1226 840 1432 961">Equality in the Workplace</td> </tr> <tr> <td data-bbox="1226 961 1432 1056">Bullying and Harassment</td> </tr> <tr> <td data-bbox="1226 1056 1432 1243">Disability, Discrimination and Reasonable Adjustments</td> </tr> </tbody> </table>	Module	Equality Act 2010	Equality in the Workplace	Bullying and Harassment	Disability, Discrimination and Reasonable Adjustments
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These training modules are either free to access or access will be provided and paid for by OETC.

For any worker who is engaged by OETC on a freelance or self-employed contract, we will pay them the Living Wage or London Living Wage on an hourly basis to complete the training required, or to participate in any training which they are invited to attend.

When possible, we will provide access to in-depth organisation-wide training, such as the Cultural Humility training that led to the development of this co-designed/co-produced EDI policy, and ensure that stakeholders from across the charity are invited to participate. These training offers are based on the interests and needs of OETC’s workers, service users and volunteers, which we obtain through feedback processes, Diversity and Inclusion Working Group (DIWG) recommendations and the evolving best-practice within the sectors in which we work.

As part of OETC's staff's ongoing development, EDI objectives will form part of the annual appraisal process to ensure these values are considered when discussing employment progression and to help identify training and development needs across the organisation. OETC's Participation and Operations Manager will also include EDI objectives as part of our quarterly conversations with facilitators and other freelance Workers.

OETC aims to provide targeted support for each of the groups listed under this policy (Workers, Service Users, Volunteers, Trustees). To help achieve this, the Diversity and Inclusion Working Group will develop an Action Plan (see section 10.4), which will include a framework by which we will set up focus groups with people from underrepresented backgrounds to better understand the requirements for our provision of targeted support.

9. Statement on Artistic Output

OETC makes theatre about issues related to addiction, which often tells a story about characters who are from backgrounds with protected characteristics that have not been treated with equality or dignity. Storytelling about the lived experience encountering structural inequity is often grounded in pain and heartache; ignoring experiences of hope, joy, recovery and the power of community. This reductive style of storytelling can perpetuate stereotypes, and further harm individuals and communities experiencing structural inequity. We are dedicated to changing these structures and systems of oppression. This dismantling is currently, and always will be, a work in progress.

OETC seeks to be led by those with lived experience to ensure any narratives around this lived experience is considered how to offer a full and nuanced picture to audiences and portrays the full array of human emotions. We will take a proactive approach to reach and reflect an audience with lived experience and from underrepresented communities who will be most impacted by our work.

When we partner with other organisations to make work, we will ensure the partner organisation shares our values and that the relationship can add value, learning and insight to both parties. We will consider how these relationships can be a gateway for artists and OETC's service users from underrepresented backgrounds to access opportunities in spaces and on stages that they historically might not have found to be accessible.

When producing and commissioning work, OETC will centre underrepresented voices in our play selection and apply a critical EDI lens to all scripts considered. We will build relationships with and hire artists from underrepresented backgrounds to support cross cultural exchanges. When required, we will hire cultural consultants for productions.

As we continue to grow and develop our programming, we will ask the DIWG to consider setting targets for the percentage of writers, creatives and cast members across a season who have particular protected characteristics. We will also explore how we can allocate resources to

commission and develop work with artists from underrepresented backgrounds who will help us to ensure our artistic programming represents the diversity of communities in which we work.

10. Governance and Oversight of EDI Policy and Procedures

10.1. Decision Making

Decision making power and responsibility for the policies and procedures outlined in this EDI policy are held by OETC's Board of Trustees. Trustees have delegated the process of reviewing and co-creating this policy to the charity's Executive Team and the Diversity and Inclusion Working Group (DIWG), which will always include at least one Trustee and Service User Representative.

This policy will be reviewed by the DIWG on an annual basis. Any changes in the future to this EDI policy will be discussed in the first instance by the DIWG, which will then make recommendations to the Board of Trustees for approval.

10.2. Responsibilities

As discussed above in 10.1, the DIWG has responsibility for reviewing and recommending changes to this policy. The charity's Senior Management, including the Artistic Director / CEO, is responsible for ensuring the EDI policy and its procedures are embedded and integrated across all of the charity's work.

The charity's Participation and Operations Manager will be responsible for maintaining records for the Learning, Development and Training activities outlined in section 8, as well as for collecting any data related to protected characteristics for the purposes of monitoring and evaluation of activity outlined in this policy.

10.3. Diversity and Inclusion Working Group (DIWG)

In 2021/22 OETC's Board of Trustees created a Diversity and Inclusion Working Group (DIWG), which includes Trustees, staff, service users and critical friends of the charity, who meet on a regular basis to ensure the values of Diversity and Inclusion run through everything we undertake at OETC, especially our continuing efforts to train and employ ethnically diverse Freelance Artist Facilitators with lived experience of addiction.

10.3.1. DIWG Membership

Membership for the DIWG is open to OETC's Trustees, staff and Peer Volunteers, as well as critical friends of the charity. Depending on the needs of the group, other Service Users who have a developed understanding of OETC's work will also be invited to join DIWG meetings.

When freelance staff participate in DIWG activities, they will receive remuneration for their participation on an hourly basis of at least the London Living Wage. If any travel is required for DIWG activities, staff and volunteers will be able to expense OETC for these costs.

DIWG meetings are chaired by the group's appointed Chair, or in the absence of an elected Chair by the highest ranking member of staff, or whomever they delegate authority to.

10.3.2. DIWG Number and Frequency of Meetings

The DIWG will meet at least once per financial year to review and suggest amendments to this policy document.

On other occasions the DIWG will meet as a task-and-finish group to undertake work related to advancing equality, diversity and inclusion across the charity.

10.3.3. DIWG Development of Action Plan

Following the drafting of this policy document, the DIWG will create an Action Plan that outlines our plans to embed EDI policy and procedures throughout the organisation. We expect this action plan will be drafted across 2024/25 and cover a period of three years (through to 31 March 2028). The Action Plan will include SMART objectives that can be reported against in DIWG meetings and Board meetings.

One of the key decisions that will be addressed by the Action Plan will be how OETC plans to set and report on EDI targets that match and measure our Service Users' protected characteristics against local demographic statistics.

Another key set of recommendations we aim to develop through the Action Plan is a list of options for establishing 'Safe Spaces' to talk for each of the stakeholder groups listed in this policy document (Workers, Service Users and Volunteers). Our aim with these 'Safe Spaces' is to create mechanisms that support a dialogue amongst OETC's stakeholders that can support people to share lived experiences, raise concerns and heal together.

10.4. Monitoring and Evaluation of EDI Activity

Using the demographic data collected from the Welcome and Audience Feedback Forms (see Appendix 2), and any targets set by the DIWG in the Action Plan, OETC's Board of Trustees will be kept up-to-date on the charity's EDI progress based on a standing agenda item for this work at quarterly Board Meetings. Following recruitment processes, information gathered from Equal Opportunities Monitoring Forms (see Appendix 1) will also be included in Board Papers to monitor and evaluate EDI across the charity's recruitment activities.

On a monthly basis, EDI information and targets will also form a regular agenda item at every leadership meeting, such as the CEO/Participation Manager Meeting and Outreach Meeting.

These meetings will help the charity to respond to any gaps in provision and ensure we achieve outreach activities that support people from a wide-range of communities to access our activities.

10.5. Transparency of EDI Policy and Rules

Information about OETC's EDI policy and procedures will be publicly available for anyone to view on the charity's website.

In order to ensure that we are transparent about any rules and guidelines related to this area of the charity's work, and to ensure these regulations and expectations have the maximum amount of strength required to be effective, we commit to providing all new Workers, Service Users and Volunteers with this information as part of their onboarding plan.

Over the next few years, we commit to developing accessible versions of our EDI policy and its related policies (such as our Complaints Policy). This includes, but is not limited to, developing Easy Read versions of these documents. The specifics of these plans will be outlined in the Action Plan developed by the DIWG.

Finally, OETC commits to actively signal the investment in EDI we have made and continue to make.

10.6. Extension to Third Party Agreements

To ensure EDI practice is non-negotiable when working with our charity, OETC will revise and strengthen contracts to ensure that EDI is present in our formal structures as a core contract requirement. This includes any existing and future delivery partners, creative partners, contractors and venue hire agreements to ensure that external employees act in a way that we feel align with our EDI policy.

Appendix 1: Equal Opportunities Monitoring Form

Monitoring Form for Equal Opportunity Analysis Only

Outside Edge Theatre Company collects statistical data on those who work with or visit the theatre. We do this as it helps us monitor the diversity of the organisation and its work. This form is not used as a part of the recruitment and selection process, but removed on receipt and used for statistics only.

Please select the appropriate box:

1. Which best describes your gender?

Female Male I use another term (e.g. non-binary) Prefer not to say.

2. What is your ethnic group?

Please select one of the options below

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black/Black British

African

Caribbean

Any other Black/African/Caribbean

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/multiple ethnic

White

British

Irish

Irish Traveller

Roma / Romani Traveller

Any other White background

Other

Arab

Any other ethnic group *Please specify* _____

Prefer not to say

Not known

3. Do you consider yourself to be disabled?

Yes No I don't know Prefer not to say.

4. Where did you hear about this opportunity?

Please tick as appropriate:

ArtsJobs Outside Edge website ITC website
Indeed Jobs

Social Media Word of Mouth

Other, please specify _____

Please complete and return form as PDF along with your application to:
recruitment@outsideedge.org

Appendix 2: Welcome and Audience Feedback Forms - Demographic Details

The following questions and options for answers are used on OETC's Welcome Form (Induction Form) for new service users and questions 1 through 21 are also asked of audience members on Audience Feedback Forms:

- 1) Date of Birth (DD/MM/YYYY)
- 2) Which Borough do you live in?

City of London Barking and Dagenham Barnet Bexley Brent Bromley Camden Croydon Ealing Enfield Greenwich Hackney Hammersmith and Fulham Haringey Harrow Havering Hillingdon Hounslow Islington Kensington and Chelsea Kingston upon Thames Lambeth Lewisham Merton Newham Redbridge Richmond upon Thames Southwark Sutton Tower Hamlets Waltham Forest Wandsworth Westminster Outside of London - please specify

- 3) Postcode

4) What best describes your gender?

Male Female I use another term (eg, non-binary) Prefer not to say

5) Do you consider yourself to be trans? Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Yes No Prefer not to say

6) What is your Ethnic Group?

Asian or Asian British – Indian Asian or Asian British - Pakistani Asian or Asian British – Bangladeshi Asian or Asian British –Chinese Asian or Asian British - Other Black or Black British – African Black or Black British – Caribbean Black or Black British – Other Mixed/Multiple Other Mixed /Multiple White and Asian Mixed /Multiple– White and Black African Mixed / Multiple– White and Black Caribbean White – English/Welsh/Scottish/Northern Irish/British White – Irish White - Irish Traveller White - Roma/Romani White - Other Other Ethnic Group - Arab Other Ethnic Group - Other Prefer not to say

7) Any Other Ethnic Group - please describe

8) Which of the following best describes how you think of yourself?

Heterosexual/Straight Gay/Lesbian Bisexual Other Prefer not to say

9) Do you consider yourself to be disabled?

I have a disability I do not have a disability I don't know Prefer not to say

10) If yes, please select any of the below which apply to you

Behaviour and emotional Hearing Manual Dexterity Learning Disability Mobility and gross motor Perception of physical danger Personal, self-care and continence Progressive conditions and physical health Sight Speech Other (please specify)

11) Other than the disabilities listed above, do you have any other health or mental wellbeing issues that you think we should be aware of?

12) Highest Level of Qualification

A degree level qualification Other qualifications (eg, apprenticeship/A-Levels/GCSEs or O-Levels) Don't know Other Prefer not to say

13) Highest Level of Qualification - Other

14) Current Employment Status

Full time Part time Self employed Seeking employment Retired In education Refugee community Not currently working Other Prefer not to say

15) Current Employment Status - Other

16) Current Housing Situation

Own Outright Own with a mortgage or loan Pay part rent and part mortgage (shared ownership) Pay rent to a private landlord/lady or letting agency Pay rent to the council Pay rent to Housing Association, Housing Co-operative, Charitable Trust, Registered Social Landlord Travellers' Site Hostel No fixed abode Other Prefer not to say

17) Current Housing Situation - Other

18) Yearly Income

Less than £11,850 £11,851 - £46,350 £46,351 - £150,000 More than £150,000 Prefer not to say

19) Benefits Receiving

Universal Credit (UC) Jobseekers' Allowance (JSA) Employment and Support Allowance (ESA) Personal Independence Payment (PIP) Disability Living Allowance (DLA) Housing Benefit Income Support Working Tax Credit Child Tax Credit Free School Meals Carers Allowance Pension Credit / State Pension Attendance Allowance None of these Other (please specify)

20) Benefits Receiving - Other

21) How recently have you had contact with the Criminal Justice System?

Never Within the last month Within the last 6 months Within the last 12 months Over a year ago Over 5 years ago

22) Substances I have/had problems with

Alcohol Opiates Crack Cocaine Amphetamines Cannabis Other (please specify) Prefer not to say

23) If you selected Other, please specify

24) Alcohol - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

25) Opiates - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

26) Amphetamines - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

27) Crack - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

28) Cannabis - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

29) Cocaine - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

30) Other - most recent use

*Used in last 7 days Used in the last month Used in the last 6 months Used in the last year
Not used in over a year*

31) What is/was your personal recovery goal?

*Abstinence Reduce Alcohol/ Drug use Reduce Script Controlled Use Other (please
specify) Prefer not to say*

32) On a scale of 0-10, how well do you feel you are doing on your recovery goal? (0 = not
very well and 10 = very well)

Policy Document and Version Control:

Status: Approved

Approval Date: 31 March 2024

Revision Date: 15 July 2024

Review Date: 31 March 2025

Author: Matt Steinberg, Ian Sturrock and members of the DIWG

Summary of key changes:

- Amendment to the use of the term 'workers' in the previous version as a catchall term for employees. The term 'worker' has been updated to 'staff' in this version of the policy to avoid any confusion with the employment status 'worker' in employment law.