

## Kantos Equality Diversity and Inclusion Policy

### Statement of intent

Kantos is committed to encouraging equality, diversity and inclusion among all our staff, musicians and volunteers, and eliminating discrimination. Our aims are for our workforce to be representative of all sections of society, and for everyone who works for us in any capacity to feel respected as the person they are.

We are also determined to eliminate any unlawful or unfair discrimination against customers or the public. We will do all we can to ensure that audience members from all sections of society feel comfortable and welcome at all our concerts and events.

The Board of Trustees is also committed to developing the representation among our audiences of societal groups who tend to be under-represented at classical choral concerts.

### Definitions/legal requirements

The Equality Act 2010 protects the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation. It also defines unlawful discrimination as including discrimination in regard to pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal and redundancy arrangements, parental leave, flexible working arrangements, and selection for employment, promotion, training or other developmental opportunities.

Kantos has a separate commitment to employ younger singers (in pursuit of our aim to advance the art of music through the performance of choral and other music in public concerts at the highest standards of artistic merit ). In other respects, it is our intention not merely to follow the law, but to strive to avoid any discrimination on any grounds.

### Responsibilities

Overall responsibility for the consideration of equality, diversity and inclusion issues lies with the Board of Trustees, supported by the management team.

Responsibility for the recruitment of singers and other musicians, for relationships between musicians and the atmosphere at rehearsals and during events, and for any

incidents and complaints involving singers or musicians lies with the Artistic Director and Managing Director.

Responsibility for the recruitment and management of other staff and volunteers, for relationships with venues and other external organisations, and for any incidents and complaints arising from the general work of Kantos lies with the Managing Director.

The Managing Director is also responsible for ensuring that all audience members are treated with respect, and dealing with any incidents or complaints involving audiences; and for ensuring that this policy is understood and agreed by external contractors and venues.

The development of audiences is the responsibility of the entire management team, working closely with the Board of Trustees.

Recruitment to the Board of Trustees is the responsibility of the Chair of Trustees.

## Working arrangements

Kantos will ensure that all employees are aware of these issues and this policy, in particular: our commitment to creating a working environment free of bullying, harassment, victimisation and unlawful discrimination; our aim to promote dignity and respect for all; and our determination to create a working environment in which individual differences and the contributions of all staff are recognised and valued. Employees and volunteers will understand that they, as well as their employer, can be held liable for acts of discrimination in the course of their employment, whether against fellow employees, customers, suppliers or the public.

We will take seriously any 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, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

We will take all decisions concerning staff based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).

## Complaints procedure

Any complaints or grievances concerning the behaviour of singers or musicians should be raised in the first instance with the Artistic Director. Complaints or grievances concerning the behaviour of other staff members or volunteers should be raised in the first instance with the Managing Director. Both Artistic Director and

Managing Director should consider consulting at least one Trustee before deciding what action to take.

In cases where this route is felt to be inappropriate, or where the complainant is reluctant to go to the Artistic Director or Managing Director, complaints or grievances may be raised with the Chair of Trustees.

Any complaints or grievances against either the Artistic Director or the Managing Director should be raised with the Chair of Trustees, who will investigate carefully and discuss the case with at least one other Trustee before deciding what action to take.

All complaints or incidents in connection with this policy (excluding any confidential information) will be drawn to the attention of the Board of Trustees at its next meeting following the incident or complaint. Serious issues will be immediately drawn to the attention of the Chair of Trustees, who will decide whether to consult the full Board of Trustees.

All concerned should understand that criminal activity - such as sexual harassment or offences under the Protection from Harassment Act 1997 – is an issue for the police. The criminal offence of harassment is not limited to circumstances where harassment relates to a protected characteristic.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

## Recording and Review

The Board of Trustees will review Kantos' employment practices and procedures at least annually at the AGM, or more often when necessary in response to an incident, to ensure fairness, or to take account of changes in the law.

As part of such reviews, the Board of Trustees will monitor the make-up of the workforce in terms of sex, ethnic background, sexual orientation, religion or belief, and disability. Such reviews will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them and considering and taking action to address any issues.

A record will be kept of any complaints or incidents, any actions taken and any outcomes. This record will be taken into account (without disclosing any confidential information) as part of the annual review, or in relevant cases may be discussed without waiting for the annual review..

## Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and the Board of Trustees.

Date 12/01/24

Signed:

Chair of Trustees: Andrew Kyle

Managing Director: Claire Shercliff