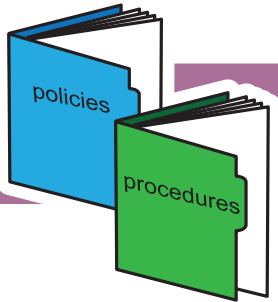


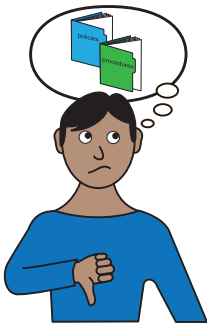


policies and procedures

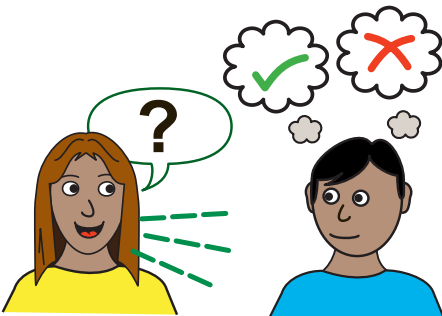


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

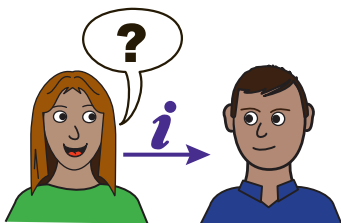


The policies and procedures also tell us what to do if something goes wrong.

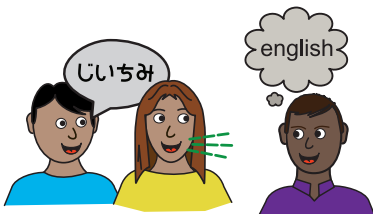


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

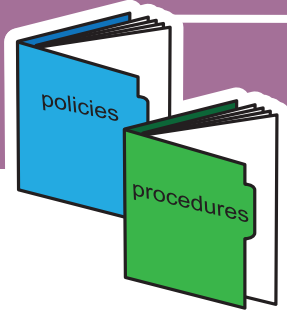
Equality, Diversity and Inclusion Policy

Intro text goes here

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.
Who does this policy / procedure apply to?	Everyone.
Related policies and procedures	Recruitment, Induction and Training Policies Disciplinary Procedure Code of Conduct Complaints Procedure
Who is responsible for this document?	The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it. The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.
When was this document last checked?	The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review). This document was last checked by the Trustees on 19 July 2021.
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager. Email Phone governance@pyramid.org.uk 0113 234 6040

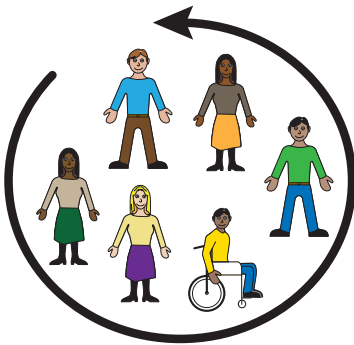


Pyramid Equality, Diversity and Inclusion



policies and procedures

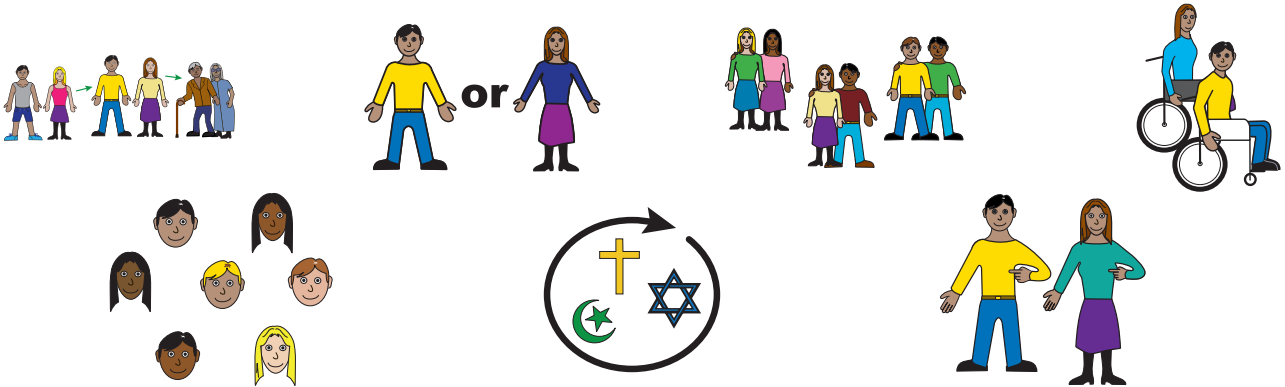
Equality and Diversity is very important at Pyramid



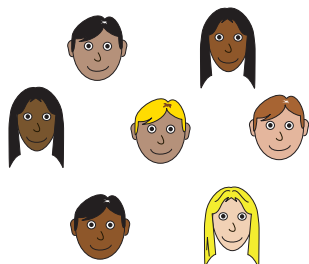
- making sure everyone has equal access to the things we do
- understanding that everybody is different
- always respecting each other
- not discriminating against people

Discrimination means treating somebody differently for reasons such as:

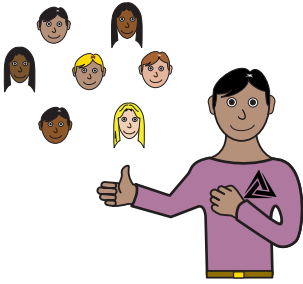
- age • ethnicity • gender • faith • sexuality • immigration status • disability



Everyone at Pyramid has different

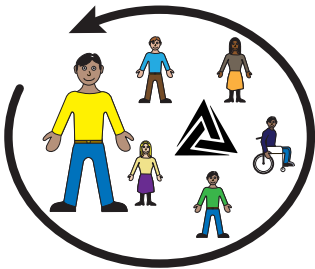


- knowledge
- skills
- backgrounds



We **value diversity** – everyone is different and we can all learn from each other

Involvement



We encourage everyone at Pyramid to get involved in decision-making.

For example:



- choosing what projects to do
- participating in Visioning Days and the AGM
- being a trustee



We will offer support and training to make sure everybody can contribute in the ways that they want to.



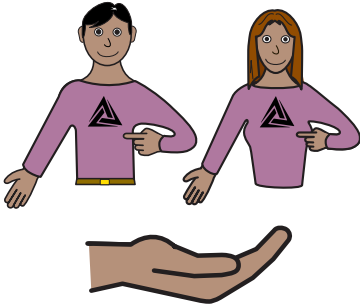
We will make our communication is accessible e.g. by producing easy-read documents and using symbols.



We will advertise in a wide variety of locations to make sure people from different communities hear about Pyramid of Arts and have the opportunity to join in.



Conduct

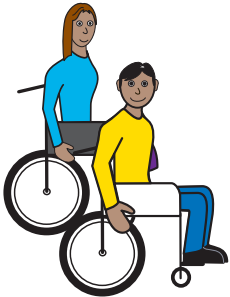


Everyone at Pyramid must be fair and respect others.

Discrimination, harassment or bullying is not allowed.

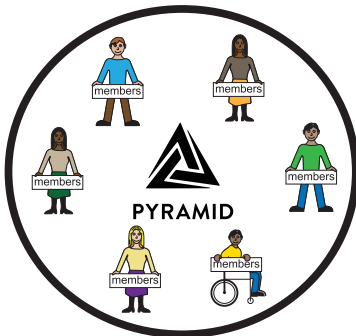
We have a Disciplinary Procedure and a Complaints Procedure, which we will follow if someone breaks the rules.

Physical access

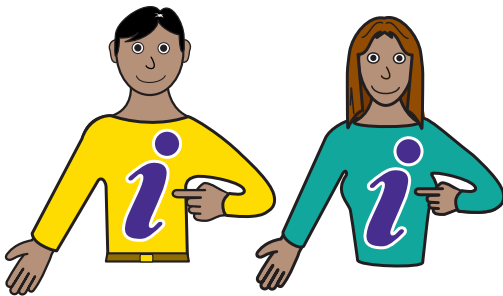


We make sure that our offices and venues are accessible and have appropriate facilities for people with physical disabilities.

Monitoring and review



We collect Equal Opportunities information about our members, volunteers, workers and staff to make sure we are being fair to everyone.



We use the information to see if there are any groups of people that are under-represented at Pyramid.