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**Bristol School of Acting**

# **Equality and Diversity Policy**

## **Equality Statement**

BSA is committed to the highest standards of openness, probity, and accountability. It seeks to remove any barriers that might deter people from applying to BSA, either as staff or students. BSA aims to provide an inclusive environment which values diversity and maintains a working, learning, and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential.

As a matter of principle, equality in opportunity and treatment applies equally to suppliers, customers, and others directly associated with the conduct of business. All employees and students are required to operate within the framework of this policy, and any conduct that is seen to be contrary to its aims will be investigated; disciplinary action, which could include dismissal, may be taken. The Head of School has overall responsibility for implementation, review, monitoring, and ensuring corrective action where necessary

## **Equal Opportunities Policy**

No student or member of staff of BSA will be treated less favourably than any other, except when such treatment is within the law and determined by lawful requirements: whether on age; gender, disability; ethnicity; marital status; nationality; sexual orientation, parental status; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

- **With regard to employees and potential employees:** This policy applies to (but is not limited to) advertising jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits, facilities and pay, health and safety, conduct at work, grievance and disciplinary procedures, and to termination of employment.
- **With regard to students:** This policy applies to (but is not limited to) admissions, teaching and learning provision, health and safety, personal conduct, and to student complaints and disciplinary procedures.

## **Code of Practice**

BSA aims to comply with all legislation relating to Equal Opportunities. The School is opposed to discrimination and to discriminatory attitudes and their manifestations. It is also opposed to harassment in all its forms. Oral and written discriminatory practices are unacceptable, as is deliberate innuendo or comment designed to imply inferiority or cause offence due to distinction. All such behaviour is subject to BSA's Disciplinary Procedures.

BSA will respond to reports of such behaviour by investigation as outlined in the Disciplinary, Complaints and Appeals Procedures. A record will be kept of such reports and the School seeks to develop good practice to prevent the recurrence of such incidents and will monitor the effectiveness of these measures.



## **Religious Holiday Observance**

BSA aims to be sensitive to the observance of religious holidays and it is your responsibility to make your observances known as early as possible to the Head of School so that any implications with regard to the training can be discussed with your course leader and tutors as appropriate.

Whilst BSA respects individual beliefs and circumstance, we ask that you return the same understanding that vocational work often demands a six day week (usually Monday to Saturday) particularly during the production and performance period. In the interest of the student body as a whole, it is impossible to rearrange scheduled performance work.

## **Maintaining a Supportive Environment for all Students and Staff**

BSA is committed to creating an atmosphere of mutual understanding and respect in an environment in which all individuals can operate effectively and confidently without fear of harassment, victimisation or discrimination. Harassment is unacceptable under any circumstances, whether or not it is unlawful.

You can use the complaints procedure if you believe you are being unfairly treated by staff, other students, or visitors. For example, this could involve:

- Creating or maintaining a hostile studying, working or social environment;
- Sexual, racial or religious harassment;
- Any form of bullying – offensive, abusive, intimidating, threatening or insulting behaviour, abuse of power or unfair sanctions;
- Professional misconduct. This could include:
  - o Physical - for example, unwelcome contact, assault or gestures, intimidation, aggressive behaviour;
  - o Verbal - for example, unwelcome remarks, suggestions and propositions, malicious gossip, jokes, and banter;
  - o Non-verbal - for example, offensive literature or pictures, graffiti and computer imagery, isolation, or non-co-operation and exclusion from social activities.

If possible, you should try to resolve the matter informally by making clear to the person concerned that such behaviour is unacceptable. If you feel unable to face the person concerned, you can seek advice from a BSA tutor or course leader

If you feel you have been subjected to unacceptable behaviour of the sort outlined above, you should keep a written note of any incidents, including dates, time, and place; the name of the person harassing you; what happened during the incident; the name of any witnesses; and a note of how you felt at the time. You can make a formal complaint or allegation using this information in accordance with our Misconduct Policy and Complaints procedures.

Make a note also of any action taken, whether you reported the incident(s), and to whom. Keep a copy of any correspondence relating to the incidents and subsequent complaints. This is important because if the matter is later investigated formally, it could lead to disciplinary decisions affecting the other person, and the allegation would need to be clear and specific. If the matter is not resolved satisfactorily through the Complaint Procedure as described above, you may take the matter to the Office of the Independent Adjudicator if you are not satisfied that your complaint has been formally heard.



Original Policy created	August 2022
Policy Updated	
Document Approved by	Head of School
Date Approved	
Version	1
Review Date	Two years