



Policy name:	Equal Opportunities Policy
Author:	Ben Butcher, Executive Director
Updated by:	
Approved by:	People Committee
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Review date:	11/11/2026

Revision number	Date	Details of Change(s)

Purpose:

This policy establishes Magic Me's commitment to equality of opportunity for all individuals engaged in its work—specifically employees, volunteers, and artists (including freelance and contract workers). It details the principles for ensuring that all engagement, selection, progression, and treatment is based solely on merit, aptitude, and ability, without discrimination.

Key documents:

This policy **must** be read in conjunction with the following policies:

- [Equality, Equity, Diversity and Inclusion Policy](#)
- [Recruitment and Selection Policy](#)
- [Grievance Policy](#)
- [Whistleblowing Policy](#)

Please also see the EDI and People Plan (including Anti-Racism Actions) for further information on how Magic Me enacts its EDI commitments.

Values:

This policy is deeply rooted in Magic Me's core values:

- Inclusivity: We ensure that non-discrimination is embedded in all our formal systems.



- Thoughtfulness: We commit to investigating any breaches of this policy with sensitivity and impartiality.
- Collaboration: We maintain an environment where all stakeholders work together to uphold these standards.
- Creativity: We protect the psychological safety required for a creative culture by eliminating unlawful bias.

Policy statement and legal framework:

Magic Me is committed to eliminating all forms of unlawful discrimination and promoting equal opportunities in every aspect of its operations.

This policy adheres to UK legislation, primarily the Equality Act 2010. Under this Act, Magic Me is legally committed to ensuring that no individual is treated less favourably or disadvantaged on the basis of any Protected Characteristic.

Protected Characteristics (Equality Act 2010)

Magic Me strictly prohibits discrimination, harassment, and victimisation related to the following nine protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, and ethnic or national origins)
- Religion or Belief (including lack of religion or belief)
- Sex
- Sexual Orientation

Policy application

This policy is implemented across the organisation through the following procedures:

Area of activity	Governing procedure	Key actions and compliance
Recruitment & selection	Recruitment and Selection Policy	Ensures blind shortlisting, unconscious bias training, and fair assessment of merit for all candidates (employees, artists, and volunteers).



Complaints (personal)	Grievance Policy	Provides a clear process for employees, artists, and volunteers to raise complaints of discrimination, harassment, or victimisation against individuals or the organisation.
Concerns (wider malpractice)	Whistleblowing Policy	Provides a clear channel to report serious, systemic, or illegal discrimination that is in the wider public interest.
Monitoring	Recruitment and Selection Policy & EEDI Policy	Equal Opportunities monitoring data is collected, stored securely, and used for statistical purposes only to track diversity progress across the charity.

Breaches and sanctions

Any breach of this Equal Opportunities Policy or its corresponding procedures, including acts of discrimination, harassment, or victimisation, is treated with the utmost seriousness. Such breaches may be treated as gross misconduct and result in contract termination (for employees/artists) or immediate removal from the volunteer role, following the formal investigation outlined in the Grievance Policy.

Continuous improvement of this policy:

The Executive Director is responsible for ensuring the ongoing implementation and monitoring of this policy. We recognise that achieving true equality is an ongoing process that requires dedication and regular evaluation.

This policy will be formally reviewed by the People Committee and updated annually to ensure continued relevance, effectiveness, and alignment with UK legislation. We will use the Equal Opportunities monitoring data collected via application forms to assess our performance and identify areas where we need to proactively address underrepresentation. We will also use feedback from staff, artist, and trustees to identify areas where the policy or its implementation can be improved to foster a more inclusive culture.