

## Equality Monitoring Form

This PDF file can be filled in using the Fill & Sign Tools. For instructions on this, please follow this [link](#)

Tobacco Factory Theatres works hard to ensure that people are not discriminated against. The information you give us, helps us to provide fair and equal opportunities to service your needs. It also helps us to deliver the service that reflects our community. We have a legal duty to ensure that our services are fully inclusive and accessible to everyone. To make that possible we have to be aware of your different requirements.

Under the Equality Act 2010 people are protected from unlawful discrimination if they have the following protected characteristics; age, marriage and civil partnerships, race, religion and belief, sex, gender reassignment, sexual orientation, disability, pregnancy and maternity.

The information you give us will help us to make adjustments based on fact, rather than assumption, and importantly this ensures that money is being spent on the correct things.

It is sensible to feel protective or cautious about disclosing any personal information, but feel assured that this information will be used for monitoring purposes only and not for any other purpose. It is completely confidential and any data we hold will be stored separately from any data that could identify you personally.

We ask for details about sexual orientation, ethnicity, disability and age as this is in line with best practice guidance, published by the charity Stonewall, and requested by funders such as Arts Council England who use it to enable a more accurate cross-referencing of the workforce across their funded organisations. We ask for this information because we want to better show the diversity, both visible and invisible in our workforce.

If there is any information you would rather not share with us, please tick the Prefer Not to Say box.

### Age

Please indicate your answers with a	<input checked="" type="checkbox"/>				
0-19 years	<input type="checkbox"/>	35-49 years	<input type="checkbox"/>	65+ years	<input type="checkbox"/>
20-34 years	<input type="checkbox"/>	50-64 years	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

### Gender

(This is inclusive of all genders, for example female, male, agender, trans, non-binary, genderqueer or prefer not to say)

Please complete this sentence. I would describe myself as

	Prefer not to say	
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Is this the gender you were assigned at birth?

Yes		No		Prefer not to say	
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## Ethnicity

Please complete this sentence. I would describe myself as

	Prefer not to say	
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For the purposes of Arts Council England reporting, we would also ask that you fill in the categories below.

(Please mark with an X as appropriate - you can mark more than one)

<b>Black</b>	
African	
Caribbean	
British	
None of the above please specify:	
<b>East Asian/ South East Asian</b>	
British	
Chinese	
Japanese	
Korean	
None of the above please specify:	
<b>Middle Eastern North African</b>	
Arab	
British	
None of the above please specify:	
<b>Mixed/ Mixed British</b>	

Black African & White	
Black British & White	
Black Caribbean & White	
East Asian & White	
South Asian & White	
None of the above please specify:	
<b>South Asian</b>	
British	
Bangladeshi	
Indian	
Pakistani	
None of the above please specify:	
<b>White</b>	
British	
English	
Irish	
Irish Traveler	
Northern Irish	
Roma / Romani / Roma Traveller / Romani Traveller	
Scottish	
Welsh	
None of the above please specify:	
If none of the above options on this form, please specify:	

## Religion or Belief

None		Buddhism	
Christianity		Sikhism	
Islam		Other	
Judaism		Prefer not to say	

## Relationship status

Married or Civil Partnership/ Separated		Single/ widowed/divorced	
Live with partner/ Other		Prefer not to say	

## Sexual Orientation

Sexual Orientation (this is inclusive of all sexualities, for example lesbian, gay, bisexual, pansexual, asexual, queer, questioning, straight)

I would describe myself as \_\_\_\_\_

## Pregnancy and Maternity

*(The Equality Act 2010 protects women who are pregnant or have given birth within a 26 week period.)*

Are you pregnant at this time?	YES		NO	
Have you recently given birth (within 26 week period)	YES		NO	
Prefer not to say				

## Do you consider yourself to have a disability?

*(The Equality Act 2010 state a person has a disability if they have a physical or mental impairment which has a long term (12 month period) or substantial adverse effects on their ability to carry out day to day activities.)*

YES		NO	
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Please let us know if there are reasonable adjustments we need to consider making if you are invited to interview for this post for example access to interview rooms, alternative equipment etc.

### **Socio-economic Background**

(this is often defined as working class, middle class, upper class but please don't feel limited by these definitions.)

I would describe myself as

### **How would you travel to us?**

(Please tell us the method used most)

**We welcome any thoughts and comments regarding this form. We encourage you to be frank.**

**To help us measure whether people from all parts of our community are receiving equal treatment, please tell us your postcode:**

**Date form completed:**

By submitting this form to us, you acknowledge that we will process and retain your personal information. We will keep your equal opportunities form for a period of up to one year, after which point the data will be anonymised and aggregated for monitoring purposes.

For further information read our latest [privacy policy](#)

***Thank you for completing this form. You have contributed in helping us to provide a better environment for you and the community, to live and work in and for visitors to enjoy.***

—  
**Patron** Mrs Mary Prior CVO MBE

**Trustees** Sarah Smith (Chair), Joseph Bell, Mike Forrest,  
Ewen Macgregor, Mark Panay, Christelle Pellecuer, Matt Penneyard,  
Company no. 04536120 / Charity no. 1097542



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