

Huddersfield Literature Festival

Equality & Diversity Policy



This policy's purpose is to:

- Ensure equality, fairness and respect for all those working, or volunteering, for the Festival
- Uphold the Equality Act 2010 which seeks to protect individuals and/or groups from being discriminated against for 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.
- Oppose and avoid all forms of discrimination.

The person(s) responsible for executing this policy is Festival Director, Michelle Hodgson, with support of the Festival Steering Committee.

As an organisation, Huddersfield Literature Festival is committed to:

- **Encouraging equality, diversity and inclusion as accepted good practice.**
We value difference, and recognise the value that the different backgrounds, skills, outlooks and experiences of our steering group, volunteers, performers and audiences bring to the organisation. We will monitor and assess our equality and diversity, as set out in the Diversity and Representation Plan 2022, and review this information annually to identify actions that need to be taken to address any issues.
- **Providing equal opportunities and diversity in-line with the Equal Opportunities Act 2010 and as set out in our Diversity and Representation Plan 2022.**
We operate on the basis of equal opportunities and aim to actively encourage participation (performers, volunteers and audience) from a wide spectrum of society, irrespective of gender, age, race, ethnicity, nationality, sexual orientation, disability or religion. Where necessary, the steering group will evaluate and adjust its practices and programming and, where gaps in achieving the aims of the Equalities and Diversity Statement are identified, act accordingly.
- **Ensuring no member of our steering group, volunteers, audience or performers are discriminated against on the grounds of gender, sexual orientation, disability or impairment, age, race, creed, colour, nationality, ethnic or national origin, HIV or marital status, religion or belief or similar bases.**
We will not tolerate behaviour that contradicts the letter or spirit of this statement and will act in accordance with this policy when misconduct is reported or identified. The Festival Steering committee will ensure that this commitment is upheld, and all

representatives will be made aware, understand, and are also committed to implementing this policy.

- **Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.**

This commitment includes training those who represent the Festival about their rights and responsibilities under the equality, diversity and inclusion policy to help the Festival provide equal opportunities. Training opportunities will be offered regularly to all representatives of the Festival.

All representatives and volunteers will be given a copy of this policy as part of their induction and will be encouraged to take part in anti-discrimination training offered.

Monitoring and Reviewing

Effective record keeping, monitoring, and actions on information gathered is essential to ensure the effectiveness of this policy and reviewing progress. All information will be gathered and kept in accordance with the Data Protection Act.

The Director - Michelle Hodgson – will monitor the services, publicity and events provided with the support of the Steering Committee to ensure that they are accessible to all sections of the population and do not discriminate, and we will take active steps to ensure that participation is representative. These evaluations will take place annually.

The policy will also be reviewed annually by the Steering Committee and updated in line with our Diversity and Representation Plan 2022 to ensure that we can commit to our responsibilities outlined in this policy.

Complaints

We expect our staff and volunteers to treat everyone with courtesy, respect and fairness at all times. In the event that any employee, member, volunteer or visitor feels that they have suffered discrimination or disrespect they should contact us using our Complaints procedures, as set out in our Complaints policy.

We aim to deal with any issues swiftly and to the satisfaction of all those involved. We treat any dissatisfaction with our Festival seriously and would like to learn from any instances of complaint so that we can continuously improve our service.

Please be aware that the Festival will not tolerate threatening, abusive or unreasonable behaviour by any complainant. Such situations are rare, however, should they happen, we will cease communication with the complainant immediately and will inform the appropriate authorities as necessary.

We are a not-for-profit organisation.

Name: **Huddersfield Literature Festival Ltd.**

Registration Number: 8777216

Change Record

<i>Date of Change:</i>	<i>Changed By:</i>	<i>Comments:</i>
Dec 2020	C Lumb; HLF Steering Committee	To be approved by committee
June 2022	C Lumb, checked by HLF Director	Updated to be reviewed annually. Named Director responsible. Added Complaints referral.