

EQUALITY, DIVERSITY, INCLUSION POLICY

The Company

StAnza International Poetry Festival (StAnza) is an organisation committed to advocating for the contemporary relevance and importance of poetry through the presentation of an annual festival in Scotland, as well as performances, events and programmes throughout the year.

Policy Statement

StAnza is committed to being a welcoming, respectful and safe space for anyone interested in poetry, in which diversity, inclusion and equality of opportunity are promoted pro-actively and in which discrimination is not tolerated. StAnza proudly platforms the work and voices of emerging and established artists who span a broad range of backgrounds, languages and lived experiences, and we exist to share the richness of this with our audiences. StAnza recognises the real and significant benefits of having a diverse and inclusive community of staff, performers, audiences, volunteers, and Board of Trustees, and, to this end, is working towards building and maintaining an environment in which the values of Equality, Diversity and Inclusion (EDI) are intrinsic to, and shared across, the organisation.

In particular we are committed to equal opportunities employment and programming in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (characteristics protected under the Equality Act 2010). We will not tolerate direct discrimination, indirect discrimination, or harassment.

Underlying Principles

This policy is guided by the principles that:

- Performers, audiences, visitors, volunteers, trustees and employees should enjoy a safe environment, free from discrimination and harassment or bullying;
- All performers, audiences, visitors, volunteers, trustees and employees should be able to participate fully in the work and life of StAnza and celebrate its diversity and inclusivity;
- All performers, audiences, visitors, volunteers, trustees and employees should reflect the diversity of talent, experience and skills from the local and national pool from which it draws its contributors, visitors and workforce;
- Positive action initiatives, such as developing partner organizations for poets-in-residence schemes, continue to be used to redress inequalities, lack of diversity and to challenge discriminatory practice.

Scope and Aims of the Policy

This policy applies to all trustees, staff, performers, volunteers, and audiences of StAnza, together with those contracted to work at or for StAnza. This includes part-time and temporary sessional staff, workshop leaders, those on placements and partner organisation representatives.

Through this policy – and the Code of Conduct which enshrines it for everyone involved with StAnza – we aim to foster a diverse, inclusive and supportive environment in which all individuals have the opportunity to fulfil their

full potential and which promotes equality of opportunity, diversity and inclusion across the organisation; promotes good relations between people of diverse backgrounds, and eliminates unlawful discrimination.

Recruitment and Programming Procedures

Recruitment processes will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants which will also include details of the company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

Job vacancies and programming opportunities will be advertised widely to enable and encourage applications from all suitably qualified and experienced candidates. StAnza will endeavour to ensure that advertisements are not restricted to areas or publications that would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group and should avoid prescribing requirements as to marital status or age. All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity.

All those handling festival programming, job applications and conducting interviews must be aware of the principles of the Equality Act 2010. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

The staff responsible for shortlisting, interviewing or auditioning and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. No questions will be based on age, health (except where permitted by the Equality Act 2010), assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable candidates to compete on an equal basis.

Record Keeping: details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep anonymous records of the sex, ethnic group, age and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group, religion or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected; or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated in certain jobs.

Responsibilities

StAnza's Board of trustees is responsible for ensuring that the organisation meets its legal obligations in respect of legislation relating to equal opportunities and reviewing it annually. The Artistic Director and Operations Manager are responsible for mainstreaming the Policy in their recruitment, supervision and programming work.

The Artistic Director and Operations Manager are also responsible for:

- Fostering a culture in which compliance with this Policy is regarded as integral and in which EDI issues are actively promoted;
- Identifying and initiating ways that improvements in EDI across StAnza's culture can be made;
- Ensuring that staff are encouraged, supported and enabled to reach their full potential;
- Identifying appropriate staff development for themselves and all staff to meet their learning and development needs, and maintain an awareness of the range of EDI issues.

Staff working with volunteers, learners and visitors are responsible for maintaining and implementing the principles of the Policy in their work with these individuals and/or groups.

Individuals in the broader StAnza community are responsible for:

- Supporting and implementing the aims of this Policy;
- Promoting equality of opportunity;
- Contributing to an environment free of fear or intimidation and which celebrates diversity and inclusion;
- Ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

Breach of the Policy

StAnza takes seriously any instances of non-adherence to the Equality and Diversity Policy, and our associated Code of Conduct. All allegations of discrimination against a person because of a protected characteristic will be dealt with seriously and confidentially. If you witness or experience behaviour that you believe is in violation of this Policy, it should be reported to a senior member of staff (Artistic Director or Operations Manager) or to a trustee. Full information on how to report breaches, the investigation procedure, and possible outcomes, can be found in our Code of Conduct (attached as an Appendix).

Legislative Context

StAnza implements its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- Equality Act 2010
- EU Anti-Discrimination Directives, which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003
- Special Educational Needs and Disability Rights in Education Act 2001
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Equal Pay Act 1970 and Amendment 1983

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Monitoring and Review

The ways in which we seek to achieve our aims and the means by which we hold ourselves accountable to our commitments are constantly evolving. As such, this document and our related policies are under regular review by the Board of Trustees, Artistic Director and Operations Manager, and we welcome feedback and constructive criticism from our staff, stakeholders, collaborators, volunteers and audiences.

If you have comments on this or any other StAnza policy document, please email Suzie Kirk Dumitru, Operations Manager on suzie.kd@stanzapoetry.org

Drafted by:	Peter Mackay, Trustee
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Next review date:	June 2024

APPENDIX 1 : CODE OF CONDUCT

Statement of Intent

StAnza is an organisation that is committed to being a welcoming, respectful and safe space for anyone interested in poetry, and inclusivity is a foundational principle within all our work.

StAnza proudly platforms the work and voices of emerging and established artists who span a broad range of backgrounds, languages and lived experiences, and we exist to share the richness of this with our audiences.

For an environment to feel safe for those within it - particularly for those who might routinely find themselves marginalised in other areas of society – expectations for conduct must be clear and based on the principles of kindness, dignity and respect.

Our Code of Conduct, as set out below, articulates the expectations to which all StAnza staff, trustees, volunteers, stakeholders and collaborators will be held. To engage with StAnza is to agree to comply with this code and matters of misconduct will be taken very seriously by the organisation.

Defining inclusion

Inclusion means creating spaces and environments in which individuals can participate fully, safe in the expectation that their dignity and humanity will not be undermined by the circumstances or by others.

Inclusion is not about disregarding difference and advocating for equality in spite of people's lived experiences, but instead respecting those differences and experiences, and seeking to tackle perceived or tangible barriers to engagement using our available resources.

StAnza acknowledges that ensuring the safety and well-being of individuals and communities facing marginalisation on the basis of background, culture or lived experience may require a more proactive approach in order to prevent exclusion and subsequent harm.

We believe not just in equality, but in the principle of equity, and we will continue to work on the ways in which this is demonstrated through our governance, operational activities, recruitment and programming.

Expectations of our team, stakeholders, volunteers & collaborators

At all times when engaging with StAnza and our activities, we expect that individuals will;

- Act professionally and in good faith;
- Treat others with respect and dignity;
- Approach differences in values and opinions with care and consideration;
- Take time to consider the impact that words and actions may have on others;
- Be cognizant of the way in which differences in background, culture and lived experiences may create unintended hierarchies or imbalances of power that can cause people to feel uncomfortable or unsafe;
- Immediately bring to StAnza's attention any instances of alleged misconduct.

Definitions of misconduct

Actions that:

- Present a risk of direct or indirect harm to our staff, stakeholders, collaborators, volunteers or audiences;
- Risk damaging the reputation of StAnza or its activities;
- Are illegal under Scottish law;

May be considered by StAnza to be misconduct under this code and dealt with accordingly.

StAnza is opposed to all forms of bigotry and oppression including, but not limited to: racism, ableism, ageism, sexism, transphobia, homophobia, classism, religious intolerance, xenophobia and language discrimination.

- Expressions of bigotry, both explicit and implicit, will be considered by StAnza to be misconduct under this code and will be dealt with accordingly.

Other abusive behaviours, whether motivated by bigotry or not, will also constitute misconduct and include:

- Physical abuse including, but not limited to;
 - Violence or threat of violence;
 - Use of force or threat of force;
 - Rape, sexual assault, sexual harassment or the threat thereof.
- Verbal abuse including, but not limited to;
 - Insults or aggression directed towards an individual or group;
 - Oppressive language, particularly that which expresses bigotry or undermines the dignity of an individual or group;
 - Persistent, unwelcome personal comments.
- Bullying and harassment including, but not limited to;
 - Persistent, inappropriate mocking or undermining of an individual or group;
 - Spreading of misinformation or rumours about an individual or group;
 - Deliberate and inappropriate exclusion, isolation or marginalisation of an individual or group;
 - Circulating inappropriate or embarrassing images of or messages about an individual or group;
 - Blaming an individual for problems they did not cause;
 - Sharing of personal or confidential information about an individual without their consent;
 - Attempts to involve others in aggressive or harassing behaviour towards an individual or group.

When and where our Code of Conduct applies

We will expect anyone engaging with StAnza to comply with our code of conduct at all times when undertaking activity with or on behalf of StAnza, and/or at StAnza events.

Our expectations of conduct apply to both online and in-person interactions.

Conduct outside of engagements with StAnza

Whilst our concern with the conduct of individuals and organisations applies primarily to their direct engagement with StAnza and our activities, where it comes to our attention that any such individual or organisation is making public statements that clearly constitute bigotry, StAnza may view this as a contravention of this code and take proportionate action.

Reporting procedure

If you witness or experience behaviour that you believe is in violation of this code, it should be reported to a senior member of staff (Festival Director or Operations Manager) or to a trustee.

We can only act on reports of incidents/behaviour brought to us directly and not on information encountered indirectly (e.g. rumours shared online).

- Make contact with a senior member of staff or a trustee, either directly or by requesting that your StAnza contact put you in touch with the relevant person.
- You can report an incident to us in the way that feels most appropriate for you, be that via email, in person or on the phone.
- Whilst we require reports to be made by the person that witnessed/experienced the incident or behaviour, you may choose to involve a third party (e.g. friend, colleague, union representative) in your correspondence and we will support you in this.
- Try to give a clear description of the behaviour/incident;
 - when and where it occurred
 - who was involved
 - what happened before, during and after
 - what the impact was on you and/or others
- The person that you make the report to will keep a log of the details that you provide and will advise you of what will happen next.
- Your correspondence will be kept in strict confidence and only shared with relevant parties where necessary for appropriate investigation and action to be undertaken.

Investigations and outcomes

- When a report of alleged misconduct is received, it will be reviewed by the staff member/trustee receiving it and subsequently shared with the Chair of the board and another senior member of staff, where appropriate.
- Where the allegation relates to the Chair of the board, it will be shared with another representative or subcommittee of the board for review.
- A member of staff or trustee may then opt to contact you for further information, to provide evidence or for clarification. This might be in person, on the phone, or by email, depending upon the circumstances. As above, you may continue to involve an appropriate third party in your contact with us, for support.
- A confidential record of all correspondence and action relating to the allegation will be kept by the company and a summary report will be prepared by a senior staff member and submitted to the Chair (or alternative representative or subcommittee) for a decision as to what further action, if any, is necessary.
- You will be informed of this decision within 20 working days.
- Possible outcomes might include:
 - A meeting with the complainant and/or individual/s involved in the alleged misconduct to discuss how misconduct can be prevented in future;
 - A temporary suspension of individual/s' engagement with StAnza whilst alleged misconduct is investigated;
 - A written warning given to the individual/s involved;

- The termination of any engagement with the individual/s involved and removal of those individual/s from StAnza's public communications.

Policy review and feedback

The ways in which we seek to achieve our aims and the means by which we hold ourselves accountable to our commitments are constantly evolving. As such, this document and our related policies are under regular review and we welcome feedback and constructive criticism from our staff, stakeholders, collaborators, volunteers and audiences.

If you have comments on this or any other StAnza policy document, please email Suzie Kirk Dumitru, Operations Manager on suzie.kd@stanzapoetry.org.

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