



**Artlift**

# Equity, Diversity & Inclusion Policy

## 1. Introduction

Artlift is committed to promoting equality and tackling discrimination. This means treating people fairly, valuing differences and removing the barriers that prevent people from fully participating in creative activities and/or the Creative Health sector and realising their full potential.

This Policy sets out how we will make equality integral to the way we reach decisions, provide services, recruit and support our employees, work with other organisations and involve experts by experience. Our aim is to make Artlift a charity that thrives through employing, partnering, co-producing and engaging with the widest possible diversity of people.

## 2. Scope

This policy applies to all who represent Artlift in any capacity including freelance and PAYE employees, volunteers, consultants and Trustees. The policy also applies to suppliers, sub-contractors, co-producers and partners as well as our participants.

We all have a right to be treated fairly and with dignity and respect. We are also responsible for ensuring that our own actions and behaviours are fair and that we respect the dignity of others.

## 3. Understanding equity, diversity and inclusion

- Equity is not about 'treating everyone the same' but recognising that everyone is different, and that people's needs are met in different ways. We define it as essentially being about fairness and ensuring that we all have the best possible chance to succeed in life whatever our background or identity.
- Diversity is about understanding that everyone is unique, recognising, respecting and celebrating the added value that differences bring.
- Inclusion is where difference is seen as a benefit and where perspectives and differences are shared, leading to better decisions. An inclusive working environment is one in which everyone feels valued, that their contribution matters, and they can perform to their full potential, regardless of background, identity or circumstances. An inclusive workplace enables a diverse range of people to work together effectively.

## 4. Our legal responsibilities

Artlift, as an employer and service provider, will meet all legal duties in respect of equality and diversity. The key piece of legislation is the **Equality Act 2010**, which protects people from discrimination on the basis of the following nine protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation.

Under the Act, Artlift must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

Having due regard for advancing equality involves:

- Removing or minimising disadvantages experienced by people with protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in activities where their participation is

disproportionately low

- Tackling prejudice and promoting understanding between different communities.

## 5. Our commitment

Artlift is committed to ensuring equality, fairness, inclusion and good relations are at the heart of everything we do - be it policy-making, service delivery or employment practice.

Equity, diversity and inclusion shape our plans and align with our core values and mission.

To support our commitment to equality, diversity and inclusion, Artlift will:

- a. Comply with and embrace equality law and good practice
- b. Regularly monitor and assess the impact of our policies, programmes and projects to ensure they are fair and reflect people's different needs and opinions
- c. Use our influence with our partners to generate opportunities in the sector
- d. Celebrate diversity and support campaigns for greater equity and awareness
- e. Make equality and consideration of diversity a part of our everyday business. To do this we will expect all of our Trustees, employees, volunteers and contractors to:
  - Treat everyone with courtesy, dignity and respect at all times
  - Provide the best possible standards of service at affordable rates to participants and bookers of our services
  - Consider the needs and opinions of every community.

## 6. Employing, supporting and developing our workforce

Our employment practice is guided by the principles of equality and fairness. This includes recruitment, terms and conditions, appraisals, learning and development, promotion and when ending employment.

Artlift is committed to being a fair and supportive employer, developing the skills, awareness and talent within our workforce so that employees are able to deliver high quality services to everyone.

To achieve this we will:

- Carry out recruitment fairly, where feasible advertising internally and externally and for key posts involving more than one person in the selection and interviewing process, keeping a record of reasons for selection or rejection
- Include statements when advertising posts to encourage applications from those under-represented in our workforce or volunteer base
- Provide training, sharing of practice and Peer Reflection sessions to employees so that they can implement this policy
- Treat all employees fairly, with dignity and respect at all times
- Tackle unacceptable behaviour in the workplace
- Provide employees with opportunities to influence the development of our policies and practice
- Reward all employees fairly and provide employment conditions which support them to do a good job
- Promote a good work-life balance and opportunities to work flexibly
- Support disabled employees by making reasonable adjustments

## 7. Who is responsible for equalities?

Equality is the responsibility of every Trustee, employee and volunteer of Artlift, and any other person or organisation employed by or partnering with Artlift to deliver services.

We will use all available routes to communicate and promote this policy:

- Employees and volunteers will promote our commitment to equality, diversity and inclusion in their day-to-day work
- The Executive Director will be responsible for overall management and direction of EDI

commitments

- The Diversity and Disability working parties, comprising administrative team members, Artist Facilitators, volunteers, Trustees, and guest participants / alumni and/or specialists will oversee implementation of Artlift's Diversity and Disabilities action plans and compliance with this policy
- Programme / project managers will make sure EDI is core to service delivery and employee / volunteer management
- All employees will ensure they are aware of this policy and take responsibility to promote EDI and challenge discrimination
- Contractors, suppliers and potential suppliers will be advised of this policy through sourcing and contractual processes and will be expected to adhere to the policy
- Artlift participants and bookers of our services also have a responsibility to treat our staff and volunteers with dignity and respect, and to let us know if they require assistance or adjustments to enable them to better access our services.

Artlift recognises that some participants may, because of their past or present distress or illness, say or do things which would otherwise be unacceptable and incompatible with this Policy. Artlift will do all it can to challenge such behaviour.

## 8. Equality Analysis - making fair decisions

Every day, decisions are made by Artlift that affect the ability of participants, volunteers and employees to benefit from our services and opportunities. Equality analysis will be used as a tool to help us make fair, sound and transparent decisions that are based on an understanding of the needs and rights of the groups and individuals who may be affected.

Equality data will also be used to identify positive actions that will mitigate any negative effects of our decisions, or enhance any benefits for protected groups and others at risk of disadvantage.

When we ask staff and service-users to provide information about their personal characteristics, this will only be done where the information is relevant to the aims of the equality duty and Artlift will always make it clear that disclosure of sensitive information (eg sexual orientation, gender orientation or religion or belief) is optional and not compulsory.

Artlift will uphold its duty to protect an individual's right to privacy, and will not publish information that could identify an individual. Nor will the information be used to identify an individual or make a decision about them purely on the grounds of the information that has been provided in relation to their protected characteristics.

All personal data will be processed in accordance with the [Data Protection Act](#) and in compliance with Artlift's Data Protection Policy.

## 9. Making our services accessible and easy to use

We constantly strive to deliver services that are easily accessible by all who need them, and to support people to participate in Creative Health activities. This in turn will help us achieve our duty to foster good relations between different groups and individuals.

We are committed to listening to our participants, alumni, and service bookers to understand how we can break down barriers and better meet their needs. This will be aided through an ongoing commitment to co-production. Learning from evaluation and/or co-production may involve making adjustments to the way we deliver services or programmes where it is reasonable to do so.

We will work to ensure that everyone has the information they need about our services and that publicity material makes it clear that we welcome a diversity of participants. We will aim to provide all information in plain English and alternative formats on request.

Artlift will endeavour to ensure, as far as is practicable, that all Artlift programmes and events are delivered in accessible venues and designed in a way that makes them universally accessible to as wide a diversity of people as possible, providing arts support workers where required.

## 10. Protecting people

Safeguarding young people and vulnerable adults is everybody's business, whatever role they play with Artlift. We will endeavour to ensure all staff, volunteers and Trustees are aware of our Safeguarding policy and receive the appropriate training in safeguarding awareness.

Artlift is committed to ensuring that [hate crime](#) is not tolerated on our programmes. Hate crime is motivated because of prejudice, hostility or hatred towards a person, family or groups because of their sexuality, gender identity, disability, ethnicity, religion or faith. It can include physical attacks to either a person or their property, threats, verbal abuse and insults. Nobody should suffer because of who they are, and nobody should put up with it.

## 11. Implementing this Policy

Artlift recognises that leadership, ownership and commitment by Trustees and staff, with adequate resources allocated, are essential for this policy to be effective.

Our work will be guided by the codes of practice and guidance published by the Equality and Human Rights Commission. We will share best practice through Board and team meetings as well as the Diversity and Disability working parties.

## 12. Breaches of this Policy

If any Artlift participants, volunteers or employees feel that they have been, or are being discriminated against in any way, they are entitled to pursue the matter with:

- The Executive Director and/or the Programme / Project Manager
- The Artist Facilitator leading the course where the alleged discrimination occurred
- The Trustee lead for Equal Opportunities: Charlie Royall

Artlift will treat any reports or instances of discrimination with the utmost seriousness and will investigate fully and invoke the disciplinary procedure if there are grounds to believe that any such conduct is discovered.

## 13. Review

We will continually seek to develop our approach to equity, diversity and inclusion by identifying good practice in employment and service delivery. The Diversity and Disability working parties will monitor progress and Trustees will review this policy on a regular basis, usually at least every 2 years, to ensure that it reflects the latest legalisation, best practice and other Artlift policies.