



**Stratford
Literary
Festival**



Stratford Literary Festival Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Trustees to the promotion of equality of opportunity by Stratford Literary Festival.

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the "protected characteristics" in the Equality Act 2010. These are:

- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex, Sexual orientation
- Age*.

*Although discrimination because of age is not covered by the Equality Act 2010, Stratford Literary Festival has included 'age' as a matter of good practice.

Stratford Literary Festival is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, volunteers and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Stratford Literary Festival recognises that the Equality Act 2010 makes it unlawful for people within the scope of this policy to discriminate or harass people in the following ways:

- Directly or indirectly
- By association
- By perceptive

Third-party harassment is also covered by the Equality Act; this occurs where an employee is harassed and the harassment is related to a protected characteristic (although this does not cover harassment because of marriage and civil



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partnership, and pregnancy and maternity), by third parties such as a participant or a supplier.

Stratford Literary Festival will not tolerate discriminatory practices and will work efficiently and effectively to ensure people within the scope of this policy can work for or participate in activities delivered by Stratford Literary Festival without discrimination or harassment.

Scope of this Policy

This policy applies to all those who work or volunteer and third parties; including those providing a service to or receiving a service from Stratford Literary Festival:

- Job applicants and potential applicants
- Trustees
- Employees
- Contract workers/Suppliers
- Students on work experience or placements
- Volunteers
- Participants.

Stratford Literary Festival is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct, indirect, associated or perceived discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

Implementation

The Trustees have specific responsibility for the effective implementation of this policy and expect all people covered in the scope of this policy to abide its principles and help create a safe environment which is its objective.

Stratford Literary Festival is a Registered Charity No: 1164662



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In order to implement this policy Stratford Literary Festival shall:

- Communicate the policy to employees, job applicants and relevant others
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate
- Incorporate equal opportunities notices into general communications

Monitoring and Review

Stratford Literary Festival will establish appropriate information and monitoring systems to assist the effective implementation of this policy which will be reviewed regularly [at least annually] and action taken as necessary.

Complaints

People within the scope of the policy who believe that they have suffered any form of discrimination, harassment or victimisation are entitled and expected to raise the matter with the Trustees. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Approved and adopted by the Trustees of Stratford Literary Festival
April 2016