

Leith Festival Association
Equity, Diversity and Inclusion Policy

Implemented	Written By	Approved by board
March 2023	Jai Adami	March 2023

Revisions

Review Date	Revisions	Reviewed by
15/03/2024	Amended 'Equality' to 'Equity' in line with current guidance. Removed reference to customers.	Barbara Kerr
11/03/2026	Amended 'Paid employees' to PAYE employees for clarity Minor formatting edits	Barbara Kerr

Leith Festival is a voluntary organisation with no PAYE employees. It is committed to encouraging equity, diversity and inclusion among our volunteers and any paid self employed workers, and eliminating unlawful discrimination.

The aim is for our volunteers and any paid workers to be representative of the community, and for volunteers and paid workers to feel respected and able to give their best.

The organisation - in providing goods services and facilities - is also committed against unlawful discrimination.

This policy's purpose is to:

1. Provide equity, fairness and respect for all in our employment, whether paid workers or volunteers.
2. Not unlawfully discriminate anyone of the Equality Act 2010 protected 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
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes dealing with:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Leith Festival commits to:

1. Encourage equity, diversity and inclusion in the workplace.
2. 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 volunteers and any paid workers are recognised and valued.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice (if a paid employee).

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Trustee Responsibilities include:

- Trustees conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All Trustees should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow volunteers, any paid workers, customers, suppliers and the public
- Opportunities for training, development and progress available to all volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Make decisions concerning volunteers and any paid workers based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review recruitment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of volunteers and any paid workers regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity and inclusion, and in meeting the aims and commitments set out in this policy.
- Monitoring will also include assessing how the equity, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them biannually, and considering and taking action to address any issues.
- The equity, diversity and inclusion policy has been drafted in accordance with ACAS Scotland Guidance 2022 and is supported by the Board of Trustees.