

Equality, Diversity and Inclusion Policy

This policy was prepared by Storytelling PR, 2020

The aim is for our workforce to be truly representative of all sections of society and companies we collaborate with, and for each employee to feel respected and able to give their best.

Storytelling PR LTD – in all work including providing services – is committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- Not unlawfully discriminate because 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 and sexual orientation; and
- Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The organisation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- 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 managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent

bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, 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.

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.

- Make opportunities for training, development and progress available to all staff, 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.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment 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 the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Storytelling PR LTD commitment to anti-racism in comms, PR and media. Staff members will be supported to:

1. Continue to condemn any racist attitudes or behaviour they are party to, and actively work on improving their skills to articulate this more confidently / constructively;
2. Take a closer look at personal privilege profiles;
3. Get better at recognising, acknowledging and addressing microaggressions across the PR, media and marketing industry;
4. Continue to listen, learn and set regular actions that positively contribute to anti-racism in PR practice and use allies to hold them to account;
5. Consider responsibilities as a PR to safeguard artists from hyper visibility before embarking on a campaign - the two go hand in hand. Ensure staff are always equipped to advocate for and really listen to artists / colleagues / industry peers;
6. Provide ample time for approvals, sign off, discussions and planning to take place, to ensure speaking about and representing artists is exactly how they want and deserve;
7. Ensure staff don't use the high speed nature of PR, particularly in Festivals to cut any corners or make assumptions that could be dangerous in a bid to garner publicity i.e prioritise care and time above everything else; and
8. Speak up and insist on this way of working when challenged or criticised.

ENDS.

The equality, diversity and inclusion policy was amended from ACAS template by Storytelling PR Ltd's Director and has been agreed with employees directly (and would be available for union approval)

Details of the organisation's grievance and disciplinary policies and procedures can be found in Storytelling PR employee contracts which also include handbook guidance for roles at Storytelling. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.