

EQUALITY AND DIVERSITY POLICY

The Orwell Foundation recognises that discrimination exists within society and therefore has the potential to exist within the Foundation. This policy has been created to ensure that in pursuing its charitable objectives the Foundation takes all reasonable measures to eliminate discrimination and to promote diversity and equality.

It is the intention of the Foundation to treat all people equally and with respect, regardless 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 (gender) or sexual orientation.

It is expected that all Foundation staff, trustees and volunteers adhere to these principles always when working on Foundation activities. Overall responsibility for this policy and its implementation lies with the Board of Trustees of The Orwell Foundation.

In the course of pursuing its charitable objectives of education for the public benefit, the Foundation commits to:

- encourage diversity in the audience which attend Orwell Foundation events, among those who use the Foundation's free-to-access resources and among entrants of The Orwell Prizes, and to develop and monitor plans to support these objectives
- take all reasonable measures to ensure that events carried out on Foundation business are accessible to people with disabilities
- ensure that our public online material is available to read in large print format
- ensure that decisions taken by the trustees, staff and volunteers have recognised and considered equality and diversity where appropriate
- 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 Foundation's activities

Such acts will be dealt with as misconduct under the Foundation's grievance and/or disciplinary procedures, and any appropriate action will be taken.

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.

Communication

This policy has been reviewed by the Foundation's Board of Trustees and agreed to by senior management and staff. All new trustees, staff and volunteers will be notified of the policy and directed to it on induction.

Staff will implement and monitor these objectives and, under the guidance of the trustees, review this policy from time to time (see timetable below). This policy will be regularly reviewed by the trustees, will be posted on the Foundation's public website and included in the induction of all new trustees, staff and volunteers.

Review

Date adopted: 7th March 2019

Frequency of review: every three years

Last review: 7th March 2019

Last approved by trustees: 7th March 2019