# KEAP

# Equity, Diversity & Inclusion Framework

*Created by EDI Working Group, April 2023. To replace current Equality, Diversity & Inclusion Framework*
*Agreed by KEAP board June 2023*

Key to RAG system:     GREEN already in place
                       AMBER in planning, will be active during 24-25
                       RED more research needed, to be put into place 25-26

## Introduction:

Kernow Education Arts Partnership recognises there is a continuing and persistent inequality in society and we have a duty to challenge this throughout our work.

This Equity, Diversity & Inclusion Framework has been developed by the EDI Working group, based on the original EDI Framework and referencing Ministry of Stories 'Guiding Principles for Diversity Action Plan'.

We value individuals, and the aim of this framework is to ensure that there are no barriers to opportunity, achievement, success and enjoyment for everyone we work with.

This Framework will remain an active document and we will ensure we are accountable for action by:
- Creating an annual Diversity Action Plan          AMBER
- Stating our commitment to EDI in our Business Plan   AMBER
- Supporting and listening to our EDI working group     GREEN
- Publishing our progress on our website          GREEN

The Framework covers everyone who engages with KEAP, The Writers' Block & The Story Republic.
- Participants
- Members of the public including young people
- Partners and other stakeholders
- Freelancers
- Employees
- Volunteers
- Board members

## Our Statement:
We are committed to promoting equality of opportunity and recognising and celebrating the diversity of our world in our recruitment, programming, literature and commissions.

We will eliminate discrimination in service provision and employment for the following groups of people, which includes the 9 protected characteristics described in the Equality Act 2010:

- People of all ages;
- Women and men and those who choose to be gender neutral;
- Women who are pregnant, or who have given birth and/or are breastfeeding

- People who have undergone, are undergoing or are proposing to undergo a process to reassign their sex (gender reassignment);
- Those who are married or in a civil partnership (protected in employment only)
- People from ethnic minority groups;
- Lesbian, gay, bisexual, heterosexual pan and asexual people;
- People with a religious faith and those who have none;
- People with a physical and/or learning disability
- People with mental ill health
- People with low socio-economic status

In addition to this, the Cornish are protected as a national minority through the Framework Convention for the Protection of National Minorities. KEAP recognises and celebrates Cornwall's distinct culture, people and language and will continue to promote this through our work.

## The principles of the Framework:

### Principle 1: Ensuring we work in a non-discriminatory environment, maintain a supportive culture and model best practice

It is everyone's responsibility to:
- treat everyone with dignity and respect
- think about how our actions affect others
- challenge unacceptable behaviour or language, including micro-aggressions
- take personal responsibility for own training around equality and diversity

We will:
- Develop an organisational culture that enables people to learn, respect and challenge each other
- Provide a training programme to develop knowledge and reflective practice to ensure continuous development                    AMBER

### Principle 2: Responding to and learning from complaints and incidents in a positive and pro-active way

Everyone has the right to complain about discrimination and harassment in good faith, without being victimised at any time.

We will:
- publish our complaints procedure on our website                    GREEN
- handle complaints and grievances according to organisational procedures                    GREEN
- resolve matters positively                    GREEN
- respond to incidents of prejudice/hate crime                    GREEN
- research & develop a specific process for dealing with these effectively                    AMBER

### Principle 3: Providing access to our activities, facilities and information

We will take steps to improve access to activities, facilities and information and be honest about what we can and cannot do:

We will:
- identify individual needs of staff and participants in advance and provide information to ensure optimum participation and engagement                    GREEN

- monitor and review activities regularly to identify any under-representation or discrimination          AMBER
- make sure information is accessible using Plain English and other accessibility standards          RED
- make sure buildings are accessible and welcoming to disabled people          GREEN
- make sure meetings and events are easy to access and provide full information regarding the limits of our venue and facilities          GREEN
- ensure boundaries, ground rules and language are discussed, agreed and displayed in workshops          GREEN
- deliver targeted beneficiary recruitment to reach people who are under-represented          GREEN
- develop partnerships with diverse frontline organisations to enhance our diversity goals and reach new audiences          GREEN

## Principle 4: Recruiting and employing people fairly

KEAP will make sure that we provide equality of opportunity to all in employment.

We will:
- regularly review recruitment processes and language          GREEN
- advertise jobs openly          GREEN
- use non-discriminatory job criteria          GREEN
- take positive action to ensure a diverse workforce and a diverse board          AMBER
- apply fair selection procedures including a diverse interview panel or representative from EDI working group
- monitor and review employment practice          GREEN
- ensure our new employee induction process includes discussion of EDI topics and needs          GREEN
- make reasonable adjustments          GREEN
- undertake an annual demographic mapping to understand the diversity of our team and identify gaps          GREEN

## Principle 5: Diverse Governance and Leadership

We will:
- Work towards increasing the diversity of our board by developing a new board recruitment plan          AMBER
- Ensure that at least one trustee and one member of senior leadership are part of the EDI working group          GREEN
- undertake an annual demographic mapping of our board and leadership to understand the diversity and identify gaps          GREEN
- ensure EDI is a standing item on the agenda for board meetings and away days and report progress on Diversity Action Plan          GREEN

## Principle 6: Transparency, Communication and Celebration

KEAP will be public about our journey towards greater transparency and we will ensure our work celebrates diversity.

We will:
- publish this framework and the resulting annual Diversity Action Plan and progress on our website          GREEN
- publish our Accessibility Policy once it is developed          AMBER
- change our email signatures to promote pronouns and diversity statements          GREEN
- use our programme to celebrate diversity and cross cultural events          GREEN
-  work towards a set of brand guidelines that includes preferred terminology and language          RED
- promote content and organisations which support diversity, inclusion and access          GREEN

**Monitoring:**

KEAP Board will ensure that the ambitions set out in the Framework are delivered and implemented.

Employed staff and freelancers who behave contrary to the principles set out in this framework will be offered further training and mentoring. All staff are subject to the KEAP Code of Conduct and Disciplinary Procedures.