

# Equality, Diversity and Inclusion Policy

## Purpose

The purpose of this policy is to set out the principles of Equality, Diversity and Inclusion for the Authors' Licensing & Collecting Society (ALCS), our Board of Directors, our members and our stakeholders to enable us to create a diverse, inclusive and equal environment within ALCS and the communities we serve.

## Definition of Diversity, Inclusion and Equality

**Equality** is recognising that every individual and group should be treated equally in terms of dignity and respect, their human rights and access to our resources. True equality involves acknowledging the differences that exist between people and hence, where possible, the different supports and resources that each person requires.

**Diversity** is all the ways in which we differ from one another. Some of these differences we are born with and cannot change. It is important to ALCS that our staff, Board and membership reflects, as far as possible, the diversity of the UK population to bring a range of experiences to both the workplace and our work for a more productive and stronger dynamic.

**Inclusion** involves bringing together and binding these diverse forces and resources, in a way that is beneficial to our organisation and the communities we serve. Inclusion upholds and celebrates diversity by creating an environment of respect and connectedness.

Equality and Diversity are not interchangeable terms but are interdependent. The outcome of Equality and Inclusion within an organisation will be Diversity.

Diversity is about respecting an individual irrespective of:

Age	Marital status
Culture	Politics
Disability	Race
Education attainment	Religion
Ethnicity	Sexual Orientation
Gender	Socio-economic class
Health, including mental health status	Upbringing

## Policy Statement and Application

The Board of Directors of ALCS, the CEO and staff are committed to our Equality, Diversity and Inclusion Policy. We will actively promote Equality, Diversity and Inclusion, and will proactively address any activities or behaviours that may jeopardise this policy.

We aim to create an environment where we can all work harmoniously, feel valued, appreciated and included, irrespective of age, culture, disability, education attainment, ethnicity, gender, health (including mental health status), marital status, politics, race, religion, sexual orientation, socio-economic class or upbringing.

We are an equal opportunity employer, which allows equal opportunity for employment and progression in the organisation on the basis of ability, qualifications and aptitude for the work. Every employee will be treated equally and have the right to a harmonious work environment where an individual is treated fairly and with dignity and respect.

In order to attract, recruit, retain and develop high quality talent at all levels across the organisation we will follow an approach based on:

- **Equality** – As an organisation we will aim to remove all possible discrimination to ensure equal opportunity at all levels.
- **Diversity** – We will embrace diversity at all levels and ensure everyone is valued and appreciated for their contributions. A diverse workplace is best achieved through working together.
- **Inclusion** – We will create an environment where everyone is included, differences are accepted and valued to bring in all the diverse forces together. We aim to be an organisation where people feel connected, respected, appreciated and involved in organisational success.

A goal of ALCS is to ensure that our commitments towards Equality, Diversity and Inclusion are met, strengthened by values of honesty, integrity, objectivity and impartiality and deeply rooted in our daily work practices and behaviours with colleagues, members, partners and our wider community.

Our Chief Executive, Senior Leadership Team and our HR Manager champion this policy to our staff and any issues are raised with them directly. Our HR recruitment policies ensure we encourage as diverse a range of applicants as possible and our staff are trained on an on-going basis and actively encouraged to support our EDI policy across all our HR policies (available on the staff HR system). All staff and Board are expected to be excellent ambassadors supporting this policy in both person and on social media, as appropriate.

Staff may also use the ALCS Whistleblowing Policy if appropriate to raise issues with the Board directly.

## Role of the Board of Directors

The role of the Board of Directors is to ensure the creation of an environment that supports Equality, Diversity and Inclusion, and commits to treating staff and members with dignity and respect. It also seeks to create a supportive environment in which all employees can excel and reach their full potential, regardless of differences, experience or educational background. In particular the Board will:

- Take a leadership role and guide the CEO and staff in driving the Equality, Diversity and Inclusion Policy across the organisation, our membership, partners and the members we serve.
- Ensure the Equality, Diversity and Inclusion Policy is implemented and then monitored on a regular basis.
- Continuously demonstrate commitment to the policy and other policies and practices that reflect ALCS' commitment to treating people fairly, promoting a culture of inclusion and respecting the dignity of employees, members and wide stakeholder community.

## Review

This policy should be reviewed by the Board every 3 years, or when deemed appropriate.