



# Equity, Diversity and Inclusion Policy

## Purpose

The purpose of this policy is to set out the principles of Equity, 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 equitable environment within ALCS and the communities we serve.

## Definition of Diversity, Inclusion and Equity

**Equity** is about recognising that every individual and group should be given support based on their individual needs, and in doing so enabling fair outcomes across all employees.

**Diversity** is all the ways in which we differ from one another. We are all born with different characteristics and it's essential to embrace these differences. 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.

**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 is often mentioned in an EDI policy, but equity recognises that people have different needs.

Diversity is about respecting an individual irrespective of:

Age

Marital status

Culture	Politics
Disability	Race
Educational 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 Equity, Diversity, and Inclusion Policy. We will actively promote Equity, 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 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:

- **Equity** – As an organisation we will aim to remove all possible discrimination and treat people according to their individual needs in order 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 Equity, 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 by widely advertising roles and, where relevant, advertising to specific under-represented groups. Job applications are anonymised, 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). In our outward facing work, we always aim to ensure that what we produce is representative of the wider writing community. We strive to include a diverse range of speakers at events, on the podcast, and writers within ALCS news pieces. 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 Equity, 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 Equity, Diversity and Inclusion Policy across the organisation, our membership, partners and the members we serve.
- Ensure the Equity, Diversity and Inclusion Policy is implemented and then monitored on a regular basis.
- Continuously demonstrate commitment to 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.