



**MARSDEN**  
**JAZZ**  
**FESTIVAL**

**JAZZ IN THE  
YORKSHIRE PENNINES**

## **Marsden Jazz Festival Equality, Diversity and Inclusion Policy**

### **Reviewed September 2021**

Marsden Jazz Festival Ltd (hereafter referred to as “the organisation”) operates an Equality, Diversity and Inclusion policy. This applies to the composition of the trustees of the charitable company, membership of the organising committee, participants in the festival, volunteers, visitors, audiences and spectators and to the programming and its public presentation.

With a wide-ranging programme of events, we aim to attract as many members of the community as possible, regardless of gender, economic status, race or belief, religion, age, disability or sexual orientation. Marsden Jazz Festival will evaluate its performance annually and adjust its practice and programming accordingly.

The organisation is committed to encouraging equality, diversity and inclusion among our voluntary and paid workforce, and to eliminating unlawful discrimination and harassment.

Our Mission is “To provide an inclusive and accessible platform for world class jazz performance and participation” and the aim is for our organisation to be truly representative of all sections of society, and for each employee, member or volunteer, to feel respected and able to give their best.

The organisation is also committed against unlawful discrimination towards our audiences, staff, members of the public or any members of our organisation. It is expected that all Marsden Jazz Festival staff, trustees, festival committee and volunteers will have read this policy and agree to work within it.

The policy’s purpose is to help us:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, freelance or employed

- provide equality, fairness and respect for all our volunteers, whether they be trustees, committee members or festival-time volunteers
- not to 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
- oppose and avoid all forms of unlawful discrimination. This includes in 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:

- Encouraging equality, diversity and inclusion in the workplace as they are good practice, make business sense and help to create a more just world.
- Creating 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 and volunteers are recognised and valued.

This commitment includes making employees, trustees and volunteers aware of their rights and responsibilities under the Equality, Diversity and Inclusion policy. Responsibilities include staff and volunteers conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination across all of the organisation's activities.

All staff, trustees and volunteers should understand that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the delivery of their employed or volunteer roles, against fellow employees, trustees, volunteers, audience members, suppliers and the public.

Additionally, all staff, trustees and volunteers should understand that they have a responsibility not to bring the festival into disrepute through their actions, both within their official roles, and within the wider community and online. The organisation may take a view on the actions of our staff, trustees and volunteers if their actions are in violation of the spirit and letter of this policy, are contrary to the stated Mission of our organisation, or are considered likely to bring the organisation into disrepute. In this instance, the organisation may take disciplinary action against staff, and reserves the right to remove members from the festival team.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, trustees, volunteers, customers, suppliers, audience members, 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 Complaints Procedure, and appropriate action will be taken. Serious complaints about members of staff could amount to gross misconduct and will be dealt with through the disciplinary procedures set out in the Marsden Jazz Festival Employee Handbook .

Further, some acts, including sexual assault and hate crime allegations, may amount to both an employment rights matter and a criminal matter. The organisation will not hesitate to involve the police if a criminal allegation is made.

- Make opportunities for training, development and progress available to all members, 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.

The equality, diversity and inclusion policy is fully supported by the trustees and management of Marsden Jazz Festival.

Details of the organisation's Complaints Procedure can be found at [\[link\]](#). This includes details of whom a complainant should contact.

### **How we will put our policy into practice:**

To ensure that all sectors of the community are aware of the festival and are encouraged to take part, we will:

Advertise throughout the community, via libraries, community information points and tourist information offices, educational establishments, local press (Huddersfield Examiner) etc

Seek volunteers – for either the festival organising committee, or for the weekend of the festival – from all areas of Kirklees, advertising via the channels listed above

Report annually, via the Chair of Trustee's annual report, on the diversity profile of the trustees of MJF Ltd and the festival's organising committee.

Through periodic audience questionnaires, gather data about access to the festival according to disability, age, gender and ethnicity and use it to inform future activities.

Audit venues for mobility access and include this information in the programme.

Ensure that customers can register a requirement for wheelchair access in eticket Sales

Cater for people with visual or hearing impairments by offering a choice in methods of ticket purchase: e-tickets can be purchased via the internet or over the telephone and delivered by email, collected in person or sent by post.

Ensure the festival programme and its activities on social media are presented using inclusive languages and images.

Provide the festival programme in alternative formats on request to the festival office; make a text only version of the programme available via the festival's website

Seek advice on evaluating the accessibility of the website and making incremental improvements where necessary

Work with recognised diversity and inclusion focussed organisations to help develop our thinking and practice

The policy will be reviewed annually by the organisation.

For further information, or to request a copy of the policy, email [office@marsdenjazzfestival.com](mailto:office@marsdenjazzfestival.com), telephone: 01484 846969, or write to the Company Secretary, MJF Limited, Marsden Mechanics Hall, Peel Street, Marsden, Huddersfield, HD7 6BW.

The policy can be supplied on request to Funding Bodies via the above address, or from the Festival's website, [www.marsdenjazzfestival.com](http://www.marsdenjazzfestival.com).

Policy updated and re-adopted: September 2021