Equal Opportunities Policy & Equality Action Plan

SPILL is committed to ensuring that diversity in all its facets thrives throughout every aspect of the Company. We recognise that the challenges of contemporary culture demand pro-active, deliberate anti-racist work and this commitment is reflected in our Equal Opportunities Policy & Equality Action Plan. It details how an organisational culture which encompasses Equal Opportunities is key in how we approach curation, artistic policy and programming; company structure and governance; recruitment and HR; accessibility, marketing and pricing; and our work with volunteers and local communities.

SPILL is an Equal Opportunities Employer. This means that the Company actively encourages and celebrates diversity. SPILL seeks to foster an equal, fully integrated and accessible environment for all aspects of its work and activities. All persons within the Company, or persons having dealings with the Company, in any way whatsoever are treated with equity.

SPILL aims to move beyond the construct of diversity as a tool used for measuring difference. It does not and will not discriminate against anyone based on their age, sex or gender, race or ethnicity, level of ability, sexual orientation, religious beliefs, marriage or civil partnership or economic privilege. SPILL celebrates that we all live as individuals with multiple identities and diversities. Cultural diversity can all too often refer to how primarily white or able-bodied organisations include ‘other’ ethnic groups or disabled people. For SPILL, genuine diversity is the defining element of who we are, what we do, and indeed why we do it, and is certainly not a simple case of equal opportunities ‘monitoring’ - context is paramount.

The Company’s Equal Opportunities Policy & Equality Action Plan reflects the dynamic complexities of SPILL, its work, heritage and ambitions.
It builds on the Company’s collaborative activities with all sorts of people from all walks of life. It also reflects where SPILL is as an organisation, its understanding of cultural diversity, what it wants to achieve, and how it plans to meet those achievements in the months and years ahead.

**Environmental Policy & Action Plan**
Our Environmental Policy and Action Plan has been put in place by SPILL to facilitate better understanding of the environmental impact the company’s activities have; effective ways to monitor and reduce this; and to establish a standard of best practice within the organisation.

The Action Plan aims to make SPILL’s premises, festivals and processes as resourceful as possible by reducing unnecessary consumption and waste and establishing incremental targets to improve this in the mid to long term.

As an organisation funded by Arts Council England, SPILL is required to adopt to report annually on progress against the improvements they commit to, via Julie’s Bicycle, the London-based charity that supports the creative community to act on climate change and environmental sustainability.

**Digital Policy & Action Plan**
SPILL recognises the rich possibilities and opportunities of ‘digital’ across all areas of its operation: artistic programme, talent development and audience development as well as management and business development. We live in a digital age, where the electronic, paperless office is now common, and content driven social platforms are the way many people connect with contemporary culture.

Furthermore, artists using digital forms in the creation of their work is no longer a niche activity but is becoming the norm. As curators and creators of contemporary arts, we must nurture and support artists in realising their creative visions and this can mean facilitating the staging of technically complex digital artworks.

Our Digital Policy & Action Plan details our strategy, for this and coming years, for utilising and promoting the opportunities offered by embedding digital technologies and electronic communications across the organisation.

**GDPR Policy**
Our GDPR Policy describes how we meet our commitment to processing personal data in accordance with our responsibilities under General Data Protection Regulation. It details the company’s Data Protection Principles and our commitment to lawful, fair and transparent processing
of data; describes the lawful purposes by which we process data and our procedures for data minimisation, accuracy, archiving and removal, security and the circumstances under which the company processes Special Category Data.

SPILL’s designated Responsible Person (GDPR) is:

Andy Brumwell – Executive Director
Telephone: 01473 216 545
andy@spillfestival.com

**Record of Data Processing**

As required by the SPILL GDPR Policy, Article 30 of the 2018 Data Protection Act and the Information Commissioners Office, our Record of Data Processing Activities is designed to be a register of all systems or contexts in which personal data is processed by the Charity (also known as a Register of Systems) and details what, why and how personal data is processed, used, kept safe and shared and identifies the legal basis for doing so.

**Privacy Policy**

SPILL is committed to protecting the personal information of members, audiences, participants and volunteers and being transparent about what information we hold and how that information is processed. Using personal information allows us to develop a better understanding of our patrons and in turn to provide you with relevant and timely information about the work that we do. As a charity, it also helps us to engage with potential donors and supporters.

The purpose our Privacy Policy is to give third parties a clear explanation about how we collect and use this information, including usage of our mailing list and websites, and reflects the principles detailed in our GDPR Policy and Record of Data Processing.

**Health and Safety Policy**

SPILL’s Health and Safety Policy details how we will meet our responsibilities under the Health and Safety at Work Act, regulations under RIDDOR and other Health and Safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of people, including participants, audiences, volunteers, visitors and the general public.
SPILL’s Health and Safety Co-ordinator is:

Kathryn Kirton – Senior Administrator
Telephone: 01473 216 545
kathryn@spillfestival.com

Safeguarding Policy
SPILL sometimes works with children or adults with needs for care and support. This policy sets out the responsibilities the Company has in safeguarding these people and the processes and procedures that staff or contractors need to follow. The policy describes how the company will meet its legal duty to ‘safeguard and promote the welfare of children’, and to discharge its legal obligations towards vulnerable adults and how it aims to ensure that all SPILL activities take place within this context.

The Designated Safeguarding Officer at SPILL is:

Alice Sandon – Participation Producer
Telephone: 01473 216 545
alice@spillfestival.com

Volunteer Policy
SPILL welcomes and values the work undertaken by its volunteers. It recognises that volunteers perform an important role within the functioning of the Company, specifically SPILL Festival by supporting and complementing the work of the paid staff. The range of skills and expertise that volunteers bring to the organisation can be utilised in many ways.

In turn, we aim to develop and support volunteer involvement in our work and we hope that volunteers will both enjoy and benefit from the volunteer experience, by providing individuals and groups with a closer understanding of our work.

Our volunteer policy establishes the value and standards of SPILL in its involvement with volunteers; clarifies volunteer training, rights, status, boundaries and details fair decision making processes; provides overall support, guidance and direction to staff and volunteers and aims to maintain the ongoing quality of both the volunteering opportunities on offer and the activities carried out by volunteers.
Modern Slavery and Human Trafficking Policy
SPILL will not knowingly support or deal with any business involved in modern slavery and human trafficking and expects all those it does deal with to oppose any violation of human rights and to comply with applicable legislation. We are committed to acting ethically and with integrity and transparency and in line with the Modern Slavery Act 2015, the Company’s Modern Slavery and Human Trafficking Policy sets out the steps that the Company has taken and will continue to take to ensure that modern slavery or human trafficking is not taking place within the organisation or within its supply chain. These steps include how we approach recruitment, training, employee engagement and due diligence processes relating to purchasing and procurement, in order to minimise the risk of human rights violations across our organisation and supply chains.