

# Equality, Diversity and Inclusion Policy

## 1. Policy statement

Two Larks Productions is committed to achieving equality in our workplace. A fundamental objective of Two Larks Productions is to contribute to equality for all by actively opposing prejudice and discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic background/status.

The commitments in this policy underpin all other Two Larks Productions policies.

## 2. Policy aims

The aim of this policy is to create a Production/Arrangement company that:

- Enable(s) every musician to that we work with to reach their full potential free from discrimination, victimisation and/or sexual harassment
- Makes decisions that are fair, based on merit, competence and potential
- Takes account of individuals' experiences and needs
- Does not tolerate discrimination, sexual harassment or victimisation

## 3. Through this policy we also aim to:

- Work with employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties who support and uphold these values
- Mainstream EDI into every aspect of our work including hiring, marketing and events so that we can represent and meet the needs of all our employees and clients
- Make our commitment to EDI clear in our working with employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties

## 4. Policy implementation and monitoring

To translate this policy into action we will:

- Implement tailored positive actions to respond to EDI issues
- Create strategic partnerships with organisations who are committed to our EDI principles and achieving our goals
- Monitor our policies, practices and procedures and workplace cultures on EDI issues
- Provide EDI training to our staff to enable them to carry out this policy and embed EDI principles into the work of Two Larks Productions
- Communicate this policy to all employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties so that they are aware of our commitment and their obligation to operate in line with this policy
- Challenge discrimination, victimisation and sexual harassment through advocacy and taking action against individuals that discriminate against or sexually harass individuals in the confines of Two Larks Productions
- Take appropriate action when incidents occur which breach this policy
- Regularly monitor and review this policy to track progress, identify challenges to delivery, devise ways to overcome these challenges
- Take action to address any inequalities that are identified through the implementation of this policy

## 5. Roles and responsibilities

Each and every individual involved in Two Larks Productions needs to play their part in translating this policy into practice.

Specific responsibilities are attributed to:

### Two Larks Founders

- Own and monitor implementation of this policy
- Consider EDI in all decision making
- Take responsibility for delivery of this policy
- Provide strong leadership on EDI
- Role model behaviour that exemplifies this policy and challenge those they manage to do the same
- Ensure that employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties are aware of this policy and understand it
- Ensure employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties are fully aware of their individual and collective responsibilities under this policy
- Investigate and deal promptly with any incidents or individual behaviours that contravene this policy

### All individuals we work with

- Should operate in line with this policy when representing Two Larks Productions and not to bring Two Larks Productions into disrepute
- Treat others with dignity and respect
- Report discrimination, sexual harassment, and victimisation that they experience or witness
- Contribute to creating an inclusive music industry that values difference

Two Larks Productions will not work with or support any organisation or individual that:

- Incites violence or discrimination against a particular group
- Uses dehumanising language to describe a particular group
- Distributes negative misinformation targeting a particular group
- Promotes intolerance of a particular group in any way

A copy of this policy will be given to all employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties and an assessment of their commitment to complying will form part of the decision to work with them or not.

Two Larks Productions welcomes debate, difference of opinion and protest and fully understands that tensions can arise from different political and social perspectives. Two Larks Productions supports freedom of speech and thought but not when this is abused to diminish the freedoms of others.