

## Equality, Diversity and Inclusion Policy

New Note Projects provides music services to vulnerable people across Sussex.

We are committed to encouraging equality, diversity and inclusion among our contractors, volunteers and service users, and eliminating unlawful discrimination.

Our aim is to remove any barriers to access, participation, progression, attainment and achievement and we take seriously our contribution towards community cohesion.

### Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect to:
  - all contractors and volunteers, whether temporary, part-time or full-time
  - everyone who engages with our services as a participant/service user
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation

## **Our commitments**

New Note Projects commits to:

1. Encourage equality, diversity and inclusion across all our services in line with our charitable aims and objectives.
2. Create an operating environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all contractors, volunteers and service users are recognised and valued.

This commitment includes training contractors, volunteers and service users about their rights and responsibilities under the equality, diversity and inclusion policy. The training will ensure that they understand their individual liability for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their activities with fellow contractors, volunteers, service users and the public.

3. Take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by contractors, volunteers and service users, the public and any others in the course of the organisation's work activities.

All complaints to be raised initially with Molly Mathieson, Chief Executive of New Note Projects. If there is any conflict of interest, the complaint should be raised with the Chair of Trustees. In the event of the complainant being dissatisfied with the outcome of the investigation, a further review of the complaint will take place with another board member. For full details, please refer to the New Note Projects Grievance Policy.

If the complaint amounts to a criminal matter this will be referred to the police.

4. Monitor the make-up of contractors, Board of Trustees, volunteers and service users regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.

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.

## **Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by the Board of Trustees.

This policy is reviewed by the New Note Projects board once a year or when legislation changes.

Last reviewed: 21.01.26  
Next review due: Jan 2027