

Equality, Diversity & Inclusion Policy

Organisation: Newcastle Film Club Ltd

Company Number: 16474266

Policy Owner: Leadership Team / Directors

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1. Purpose

Newcastle Film Club (NFC) is committed to creating an inclusive, welcoming and respectful creative community where people can participate in filmmaking, film education, collaboration and events regardless of their background, identity, experience or circumstances.

Our purpose is to bring people together through filmmaking and media production, develop creative skills, encourage collaboration and support community filmmaking in Newcastle and the wider North East.

This Equality, Diversity & Inclusion Policy sets out how Newcastle Film Club will promote equality of opportunity, prevent discrimination and create an environment in which members, volunteers, visitors, partners, filmmakers and audiences are treated fairly and with respect.

This policy should be read alongside the Newcastle Film Club [Code of Conduct for Members and Visitors](#) and the [Code of Conduct for Volunteers](#).

2. Our Commitment

Newcastle Film Club will:

- treat people fairly, respectfully and with dignity;
- provide an environment where people feel welcome, valued and able to participate;
- not tolerate discrimination, harassment, bullying, victimisation or abusive behaviour;
- promote equality of opportunity across our membership, volunteering, leadership, filmmaking, workshops and events;
- seek to remove unnecessary barriers to participation;
- value different experiences, perspectives, cultures, identities and creative voices;
- encourage constructive discussion and respectful disagreement;
- take concerns about discrimination or inappropriate behaviour seriously;

- continually review our practices to identify opportunities to improve inclusion.

Equality and diversity are not separate from our creative work. We believe that a diverse creative community strengthens collaboration, broadens the stories that can be told and creates more opportunities for people to participate in filmmaking.

3. Scope

This policy applies to everyone involved with Newcastle Film Club, including:

- members;
- visitors and audiences;
- volunteers;
- Directors and Leadership Team members;
- workshop participants and facilitators;
- filmmakers, cast and crew;
- contractors and freelancers;
- partner organisations and collaborators;
- anyone representing Newcastle Film Club at an event, production or activity.

The policy applies to behaviour in person and online, including communications through social media, email, online community platforms and other digital spaces used by Newcastle Film Club.

4. Equality and Protected Characteristics

Newcastle Film Club will not discriminate against people because of any protected characteristic recognised under the Equality Act 2010.

These are:

- 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.

We also recognise that people may experience barriers or disadvantage for reasons that are not specifically listed as protected characteristics. We will therefore seek to promote an inclusive culture more broadly, including consideration of socioeconomic circumstances, caring responsibilities, educational background, cultural background, residency status and level of previous creative experience.

5. Membership and Participation

Newcastle Film Club is intended to be an accessible community for people interested in film and creative production.

Membership and participation will be conducted fairly and consistently.

In accordance with the current Newcastle Film Club Code of Conduct:

- membership is open to people aged 14 and over who attend a Newcastle Film Club meeting or event and support the aims of the organisation;
- members are expected to agree to and follow the Code of Conduct;
- members aged 14–17 must attend meetings and/or events with a legal guardian.

No person will be excluded from participation because of a protected characteristic.

Where participation requirements are necessary for safeguarding, health and safety, legal or practical reasons, NFC will seek to apply them proportionately and consistently.

6. Accessibility and Reasonable Adjustments

Newcastle Film Club will seek to make its activities as accessible as reasonably practicable.

When planning meetings, workshops, film productions and events, we will consider:

- physical accessibility of venues;
- accessible entrances and facilities;
- seating and rest requirements;
- hearing and communication needs;
- visual accessibility;
- neurodiversity and sensory needs;
- access to information in advance;
- online and digital accessibility;
- reasonable adjustments for participants with disabilities or additional needs.

People are encouraged to tell a member of the Leadership Team about access requirements as early as possible so that reasonable arrangements can be explored.

We recognise that accessibility requirements vary between individuals and will seek to respond to people's needs rather than make assumptions.

7. Recruitment, Volunteering and Leadership

Newcastle Film Club will seek to ensure that opportunities to volunteer, join the Leadership Team, participate in productions or contribute to projects are communicated fairly.

Selection for opportunities will be based on relevant factors such as:

- skills and experience;
- interest and commitment;
- availability;
- suitability for the particular role;
- development opportunities; and
- the requirements of the project.

Previous filmmaking experience will not automatically be required where an opportunity is intended to support learning, participation or development.

We will seek to encourage participation from people who may traditionally face barriers to involvement in filmmaking and the creative industries.

8. Inclusive Creative Practice

Newcastle Film Club recognises the importance of diversity both behind and in front of the camera.

Where appropriate, we will seek to:

- create opportunities for a broad range of creative voices;
- encourage diverse participation in filmmaking;
- avoid unnecessary barriers to cast and crew opportunities;
- ensure that casting, crew selection and project participation are conducted fairly;
- create respectful working environments on productions;
- consider accessibility when developing workshops and productions;
- encourage stories and perspectives that reflect the communities in which we work.

NFC will not make assumptions about someone's ability, interests or suitability based on their identity or background.

9. Behaviour and Zero Tolerance of Discrimination

Discrimination, harassment, bullying, victimisation, intimidation or abusive behaviour will not be tolerated.

This includes, but is not limited to:

- racist or discriminatory comments;
- sexist or misogynistic behaviour;
- homophobic, biphobic or transphobic behaviour;
- harassment relating to disability;
- religious or belief-based harassment;
- offensive or degrading comments;
- discriminatory jokes or language;
- unwanted sexual behaviour;
- threatening or intimidating behaviour;
- discriminatory behaviour online;
- deliberately excluding or disadvantaging someone because of their identity.

This is consistent with the existing Newcastle Film Club Code of Conduct, which states that offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

10. Raising a Concern

Anyone who experiences or witnesses discrimination, harassment or other inappropriate behaviour is encouraged to raise the matter with a member of the Leadership Team or Directors.

Concerns can be raised verbally or in writing.

Where appropriate, Newcastle Film Club will:

1. listen to the concern;
2. treat it seriously and sensitively;
3. seek to understand what has happened;
4. maintain confidentiality where reasonably possible;
5. consider any immediate safeguarding or safety requirements;
6. give relevant people an opportunity to respond;
7. take proportionate action where appropriate; and

8. explain the outcome or next steps where it is appropriate and possible to do so.

Anyone raising a concern will not be penalised simply for making a genuine complaint or raising an issue in good faith.

The existing Code of Conduct provides that where a member has behaved offensively or breached equal opportunities expectations, they may be asked not to attend further meetings or to resign if the behaviour is not addressed or is repeated, while giving the individual an opportunity to be heard by the management committee.

11. Responsibilities

Directors and Leadership Team

The Directors and Leadership Team are responsible for ensuring that this policy is implemented and reviewed.

They will:

- promote equality and inclusion through organisational decision-making;
- respond appropriately to concerns;
- consider accessibility when planning activities;
- encourage inclusive participation;
- ensure that volunteers understand their responsibilities.

Volunteers

Volunteers are expected to:

- treat everyone with courtesy and respect;
- operate without prejudice;
- avoid discriminatory or offensive behaviour;
- raise concerns where appropriate;
- contribute to a friendly and constructive atmosphere.

These responsibilities are already reflected in the Newcastle Film Club Volunteer Code of Conduct.

Members and Visitors

Members and visitors are expected to comply with this policy and the Newcastle Film Club Code of Conduct.

Partners and Contractors

Where appropriate, NFC will communicate its expectations around equality and respectful behaviour to partners, contractors, freelancers and other organisations working with us.

12. Equality Monitoring and Continuous Improvement

Where appropriate and proportionate, Newcastle Film Club may collect anonymous equality and diversity information to understand who is participating in our activities and identify potential barriers to involvement.

Any monitoring will be undertaken responsibly, with appropriate consideration of privacy and data protection.

We will not require people to disclose personal information unless there is a legitimate reason for doing so.

The Leadership Team will use feedback, participation information and experience from our activities to identify areas where our practice can improve.

13. Training and Awareness

Where resources allow, Newcastle Film Club will provide or signpost appropriate guidance and training for Directors, Leadership Team members, volunteers and others involved in delivering our activities.

Priority areas may include:

- equality and diversity;
- accessibility;
- inclusive leadership;
- respectful communication;
- safeguarding;
- inclusive filmmaking and production practice.

14. Policy Review

This policy will be reviewed at least annually and sooner where there are significant changes to legislation, organisational activity or good practice.

Feedback on this policy is welcomed.

Suggestions or concerns can be sent to:

Email: newcastlefilmclub@gmail.com

15. Related Policies and Documents

This policy should be read alongside additional policies which can be found here -

<https://www.newcastlefilmclub.co.uk/code-of-conduct>

- Newcastle Film Club Code of Conduct for Members and Visitors;
- Newcastle Film Club Code of Conduct for Volunteers;
- safeguarding policies and procedures;
- health and safety policies and procedures;
- relevant production-specific risk assessments and procedures.

Next Review: September 2028