

Cowbridge Food Festival Ltd

Equal Opportunities Policy

Policy prepared by:

Approved by board:

Next review date:

Cowbridge Food Festival Ltd is committed to implementing and promoting equal opportunities in its activities, services and practice. It realises that discrimination exists in society (whether protected by law or not), and believes that this prevents potential and ability from being realised in young people and others.

Cowbridge Food Festival Ltd will not tolerate discrimination on the basis of:

- Race
- Colour
- Gender
- Sexual orientation or identity
- Ethnic or national origin
- Disability
- Partnership status or home responsibility
- HIV or AIDS status
- Age
- Political or religious belief
- Trade union activity
- Socio-economic background
- Refugee or asylum seeker status

As a provider of a service to the community, Cowbridge Food Festival Ltd accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

Cowbridge Food Festival Ltd reserves the right to include in its organising team organisation who supports our aims and objectives. However, it will exclude those organisations that actively work against the development of an equal opportunities policy over time, despite encouragement from Cowbridge Food Festival Ltd

Cowbridge Food Festival Ltd realises that a genuine commitment to equal opportunities must operate on all levels:

- Cowbridge Food Festival Ltd will prevent unfavourable treatment, directly or indirectly, upon individuals from any group facing discrimination in its recruitment and deployment of human resources. Where discrimination does occur, it will be dealt with through the agreed procedures. This will be achieved by following the Cowbridge Food Festival Ltd Equal Opportunities Policy.
- Cowbridge Food Festival Ltd will seek to prevent discrimination and ensure equal representation in the services it provides, the structures that it facilitates and the practice through which it carries out its work. This involves the development of greater diversity in the management committee, networks and membership, to ensure a genuinely wide representation.

Responsibility

- 1.1. The committee of Cowbridge Food Festival Ltd has overall responsibility for the effective operation of this policy. However, all volunteers and service users have a duty as part of their involvement with Cowbridge Food Festival Ltd to do everything they can to ensure that the policy works in practice. Those responsible for recruiting volunteers to work on Cowbridge Food Festival Ltd projects are responsible for ensuring that they are aware of Cowbridge Food Festival Ltd Opportunities Policy and adhere to it while working as Cowbridge Food Festival Ltd volunteers.
- 1.2. Cowbridge Food Festival Ltd will bring to the attention of all volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.
- 1.3. If any service user or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with the committee.
- 1.4. All instances or complaints of discriminatory behaviour will be treated seriously.
- 1.5. Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

Disabled Access

- 1.6. Cowbridge Food Festival Ltd will endeavour to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.
- 1.7. To provide easy and adequate access for all visitors to the festival. This includes people with children buggies and prams wheelchairs and for individuals who require some kind of physical aid to get around
- 1.8. To ensure all areas of the festival are on the flat to make it easy to navigate and if required provide gentle slopping ramps where any type of step reduces access.
- 1.9. To encourage the Local Authority to significantly increase signed areas for disability parking in the town by providing separate stewarded parking areas clearly marked only for vehicles with disability badges throughout the town.
- 1.10. To provide additional accessible toilet facilities where no permanent units are convenient.
- 1.11. To ensure that all stewards and security personnel are trained to deal with visitors who may need assistance when visiting the festival.

Use of Language

- 1.12. Volunteers and service users should avoid and challenge the use of language which, in any way, belittles anyone
- 1.13. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.
- 1.14. All materials used or developed by Cowbridge Food Festival Ltd will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

Sexual Harassment

- 1.15. No volunteer or service user should be subject to sexual harassment.
- 1.16. This is interpreted as unwanted behaviour of a sexual nature including:
 - verbal sexual abuse
 - physical contact
 - repeated remarks which an individual finds offensive
- 1.17. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user or volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

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Welsh Language Policy

Policy prepared by:

Approved by board:

Next review date:

Cowbridge Food Festival Ltd aspire to uphold the principles within the Welsh Language Act 1993 although as Cowbridge Food Festival Ltd is not a public body it is not bound by the requirements held within.

Wherever practicable and resources allow Cowbridge Food Festival Ltd recognises the equal status of Welsh and English in publications, communications, events and, where appropriate, correspondence.

Each year Cowbridge Food Festival Ltd endeavour to improve their level of compliance to the Welsh Language Act 1993 and in 2016 are actively seeking a Welsh speaking volunteer to assist with this.

We will ensure all parties are able to engage with Cowbridge Food Festival Ltd through their language of choice.

POLISI IAITH GYMRAEG

Mae polisi Gŵyl Fwyd Y Bontfaen Cyf yn anelu at gynnal egwyddorion Deddf yr Iaith Gymraeg 1993 er nad yw Gŵyl Fwyd Y Bontfaen Cyf yn gorff cyhoeddus sydd wedi ei rwymo gan ofynion y ddeddf ei hun.

Lle bo'n briodol, ymarferol a bod adnoddau yn caniatáu, bydd Gŵyl Fwyd Y Bontfaen Cyf yn cydnabod statws gyfartal i'r Gymraeg a'r Saesneg mewn cyhoeddiadau, cyfathrebu, digwyddiadau a lle'n briodol, gohebiaeth.

Bob blwyddyn, mae Gŵyl Fwyd Y Bontfaen Cyf yn ymdrechu i wella eu lefel cydymffurfiaeth i Ddeddf yr Iaith Gymraeg 1993, ac yn 2016 rydym yn chwilio am wirfoddolwyr cyfrwng Cymraeg i gynorthwyo â hyn.

Byddwn yn sicrhau fod pobl yn gallu cysylltu â Gŵyl Fwyd Y Bontfaen Cyf drwy eu dewis iaith.

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Policy for Sustainable Development

Policy prepared by:

Approved by board:

Next review date:

Cowbridge Food Festival Ltd recognises its responsibility to its staff, member organisations and communities to work towards a sustainable future.

Cowbridge Food Festival Ltd seeks to employ sustainable methods wherever possible and to promote principles of sustainable development by raising awareness within the organisation and its members, engaging with environmental issues and taking account of the economic and social impact of our actions. We endeavour to procure sustainably, and actively reduce our carbon footprint.

Cowbridge Food Festival Ltd aims to lead the sector in establishing models of best practice in sustainability for Food Festivals across Wales.

We monitor our use of resources and maximise the efficiency with which they are used: minimising the use of materials and energy, reducing waste and recycling wherever possible.

We recognise the particular challenges that are faced in a largely rural nation with limited provision of public transport and aim to avoid unnecessary car journeys wherever possible: siting meetings to minimise travel for participants, car-sharing, home-working and making use of conference calls and other media where feasible.

Cowbridge Food Festival Ltd is committed to implementing and exceeding the requirements of all relevant sustainability legislation.

These are the areas addressed in Cowbridge Food Festival Ltd's sustainability policy:

- commitment to prevent and reduce environmental impact
- dedication to continuously improve on sustainability performance
- assurance that the policy will be well communicated and managed
- Reduce the consumption of primary raw materials
- Encourage sustainable travel practices by volunteers, staff and associated organisations
- Minimise waste production and divert it from landfill through increasing re-use, recycling and recovery
- Consider sustainability in the procurement of goods and services
- Comply with legal and other requirements
- Promote and support environmentally responsible behaviours including exhibitors and visitors
- Our dedicated waste management partners are Maximum Recycling who collect and hand sort every item of waste generated at the festival and divert as little to landfill as possible.
- Exhibitors selling food to be consumed on site are instructed to use compostable or recyclable packaging etc

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Policy Monitoring and Review

All Cowbridge Food Festival Ltd Policies will be constantly reviewed by the Directors and management committee to ensure that they are adhered to by those involved in the festival.

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of the Equal Opportunities Policy.

The committee of Cowbridge Food Festival Ltd will review these policies every year at the full committee meeting held annually post event (July).

Adopted on:

Review Date: