EQUALITY AND DIVERSITY POLICY

Hot Box Live CIC · 28-29 Viaduct Road, Chelmsford, Essex CM1 1TS

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1. MISSION AND COMMITMENT

Hot Box Live CIC provides a safe, inclusive, and accessible space for everyone. Aligned with Arts Council England's 'Let's Create' vision, we believe everyone has the right to be creative. This policy outlines how we prevent discrimination and build a welcoming environment. We follow the **Creative Case for Diversity**, ensuring our team, artists, and events reflect the diversity of our community.

2. COMMITMENT TO REPRESENTATION

We track demographic data across our leadership, staff, artists, and participants to ensure we reflect our local community. We use this information to address under-representation and recruit fairly. Through the **Keychange Pledge**, we commit to gender balance and fair representation of the Global Majority across our team and programming.

3. ACCESSIBILITY AND INCLUSION

We follow the **Social Model of Disability**, which focuses on removing physical and social barriers for disabled people.

- **Physical & Digital Access:** Our venue is step-free throughout, and our website is designed to be easy to navigate for everyone, including neurodivergent visitors.
- **Active Inclusion:** We offer support such as BSL interpretation, childcare support, and translation where possible.
- **Economic Barriers:** We offer clear pricing, subsidised community tickets, and free tickets for carers so that cost is never a barrier. We are developing a "No Walls" Community Outreach Programme so that financial hardship does not stop anyone from attending our events or accessing our resources.

4. MONITORING AND GOVERNANCE

We plan to set up resident-led panels to review our equality and diversity progress. We publish our achievements and goals each year in our Impact Report, as part of our CIC annual reporting. All diversity data is stored securely in line with GDPR laws, kept strictly confidential, and used only to improve accessibility and inclusion.

5. PROCUREMENT AND PARTNERSHIPS

We work with suppliers and partners who share our commitment to equality, fair pay, and ethical standards. We regularly review partner practices to ensure they align with this policy.

6. RESPONSIBILITY AND CONDUCT

Our Directors hold overall responsibility for this policy. We do not tolerate discrimination, harassment, or victimisation. Any discriminatory behaviour is treated as gross misconduct, and all staff must uphold these standards.

7. SUPPORTING POLICIES

This policy works alongside the Hot Box Safeguarding Policy and Modern Slavery Statement to ensure safety, fairness, and legal compliance across all operations.

VERSION CONTROL

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Author	Dave Hughes

SIGNED ON BEHALF OF HOT BOX LIVE CIC

Name	David Hughes
Date	19/09/2026
Position	Director