

PTC Equality, Diversity and Inclusion Policy

Approved at the meeting of the Board of Trustees on 18 July 2023.

INTRODUCTION

The Poetry Translation Centre (registered charity 1123056) is the only UK organisation dedicated to translating and promoting contemporary poetry from Africa, Asia and Latin America. We publish books, organise events and deliver hands-on translation workshops that are open and inclusive to all. We also offer online resources including a weekly dual-language poetry podcast and an extensive web archive of poems in translation.

Central to our mission is exploring poetries from the home-cultures of the UK's diverse diaspora communities, working in partnership with those communities. We believe that the act of translating and sharing poetry breaks down barriers and offers a way to explore diverse heritages and identities with respect.

CONTEXT AND PURPOSE OF THIS POLICY

a.) As a UK company, the PTC must abide by the [Equalities Act 2010](#), which protects people from discrimination in the workplace and in wider society.

It is against the law to discriminate against anyone: because of their age, gender, marital status, ethnic or national origin, disability, religion/beliefs, sex or sexual orientation, or because they are pregnant or on maternity leave (the 'protected characteristics'). People are protected from discrimination: at work, in education, as a consumer, when using public services, when buying or renting property, or as a member or guest of a private club or association. They are also protected from discrimination if they are associated with someone who has a protected

characteristic, for example a family member or friend, or if they have complained about discrimination or supported someone else's claim.

b.) As a charity which receives funding from Arts Council England (ACE), the PTC must abide by a set of ACE terms and conditions which include the following pertaining to equality, diversity and inclusion:

- follow best practice in having appropriate and effective policies and procedures in place concerning equality and diversity, harassment and bullying, and in complying with those policies and procedures
- have an equal opportunities policy in place at all times and act at all times without distinction and in compliance with all relevant equality legislation
- adhere to all relevant legal obligations relating to offering apprenticeships and internships
- ensure that salaries, fees and subsistence arrangements are as good as or better than those agreed by any relevant trade unions and employers' associations

c.) As an organisation whose primary beneficiaries include UK-based communities from diverse diaspora heritage backgrounds as well as people from Global South countries more broadly, the PTC actively strives for the inclusion and representation of diverse poets and poetries, especially from Africa, Asia, the Middle East and Latin America.

The purpose of this policy is to detail the PTC's commitments to equality, diversity and inclusion across its programme and operations. The policy sits alongside our EDI action plan for 2023–26.

POLICY POINTS

Equality

The PTC is committed to ensuring that no individual or group we interact with receives less favourable treatment on the grounds of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation. This applies to every employee, prospective employee,

freelancer, contractor and trustee of the PTC, as well as our audience members, participants and customers. We will:

1. Value and respect the identities and cultures of our staff
2. Treat all employees and job applicants fairly, including meeting any reasonable and appropriate additional needs they may have
3. Provide a safe and accessible working environment
4. Do everything we can to provide a workplace that is free from discrimination, bullying and harassment
5. Act promptly on any complaints of discrimination, bullying, harassment or victimisation
6. Make sure that we work according to the relevant employment legislation and statutory codes of practice
7. Make complaint procedures clear and barrier-free for employees and job applicants so they are empowered should they feel unfairly treated

Diversity

The PTC aims to enrich English-language poetry through translation, by introducing diverse poets and poetries into English and by working with diverse translators, both in the UK and internationally. We support young and emerging poets from multilingual backgrounds through the UNDERTOW programme, and we champion diversity and excellence in poetry publishing through the Sarah Maguire Prize. We aim to engage diverse audiences and participants with our work, especially people from the diaspora-heritage communities across the UK. We will:

1. Champion the work of poets and poetries from Asia, Africa, the Middle East and Latin America across all our activities, with some representation from each of the four regions in every year
2. Seek to champion exceptional work which genuinely reflects the world of poetry today, bearing in mind that this may overlap with but not be the same as established canons around the world
3. Remain open to work by women; LGBTQ+ people; d/Deaf, disabled and neurodiverse people; working class people; young people; and people with diverse religious and political beliefs

4. Champion and support translators from diverse backgrounds and languages by always naming and crediting the translators on PTC books (including on the front cover) and programming translators alongside their poets at our live events
5. Maintain diaspora-heritage and language communities as a key stakeholder group and audience for our work
6. Aim to create a workforce that is as diverse as the community we work in
7. Aim to increase our board's diversity (especially cultural/linguistic diversity)
8. Actively seek job applicants from all backgrounds including through targeted advertising
9. Offer feedback to all shortlisted candidates for jobs at the PTC
10. Monitor the diversity of our artists, audiences, participants, staff, trustees and job applicants in line with Arts Council England requirements, and agree strategies for improvement, based on the data, on an annual basis

Inclusion

The PTC recognises that not everyone has equality of opportunity within poetry, translation or the arts, and that greater diversity is not possible without greater inclusion. We recognise the many possible barriers to participation, including illness, physical impairment, mental health, class and financial situation, and caring responsibilities. We will:

1. Be a London Living Wage employer
2. Never make a university degree a requirement for any paid role
3. Pay translators at or better than the Translators Association-observed rates
4. Pay speakers at PTC events at or better than the Society of Authors-observed rates
5. Offer flexible and home-based working where appropriate
6. Offer travel and subsistence costs for board and advisory board members based outside London
7. Offer training and development for all staff and trustees
8. Offer time-off-in-lieu, full-pay compassionate leave, shared parental leave, career sabbaticals and other enhanced leave options
9. Use a font on the PTC website that includes the majority of language scripts so that our archive of poems is fully searchable

10. Offer workshops and events online as well as in-person

11. Use speech-to-caption software for online events, and subtitle PTC videos by default

FURTHER POINTS

We will review this policy and corresponding action points on an annual basis.