FACT Liverpool celebrates diversity in the workplace and welcomes people of all backgrounds, including individuals who identify as being/from the: Black, Asian or Global Ethnic Majority heritage, D/deaf, Disabled, Neurodivergent, differently-abled, LGBTQIA+ community, are from lower socio-economic backgrounds and/or have lived experience of racism and/or ableism. FACT welcomes bringing our authentic self to work and understands that each of us brings our individual experiences, social positions and uniqueness to what we do. Supporting our FACT team means they are not appointed to represent specific groups.

Equality, diversity and inclusion is at the heart of everything we do at FACT Liverpool. We want everyone to feel like they belong, can access our offer and have a place at FACT. We value each person as an individual with unique social positions and will aim to create safe spaces for dialogue. We will treat everyone with dignity and respect. We recognise all parts of a person's identity and foster a community of belonging. We are a disability equity charity - so, we'll build a culture that's accessible and inclusive first. We'll aim for the same high standards in all of our work. And we will listen, learn and keep improving. We can only achieve equity by including everyone. We recognise our duty to equality in our work and to meet the legal responsibilities under the Equality Act 2010.

We commit to:

❖ Embed Equality, Diversity and Inclusion as a central part of FACT's organisational strategy

❖ Track diversity within the workforce at all levels of the organisation

❖ Improve our approach to inclusive recruitment so that everyone feels welcome to join FACT

❖ Offer targeted training and development opportunities to support colleagues

❖ Strive to become a Disability Confident Leader

❖ Develop clear processes to report any behaviour not inline with our Equality, Diversity and InclusionI policy and values

Developing our Equality, Diversity and Inclusion Action Plan

FACT's Equality, Diversity and Inclusion (EDI) action plan was produced by a co-production group made up of people with various experiences and insight.

FACT's People Sub-committee, composed of trustees and executive team, provides input into our EDI action plans, based on their various expertise and experiences.

The deadline for completing the actions outlined in the plan is 31 March 2026.

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Equality, Diversity and Inclusion Action Plan 2025-26

Objective One: Equality, Diversity and Inclusion Policy	
Objective: Update FACT's Equality, Diversity (EDI) and Inclusion Policy to include developments in FACT's EDI journey and commitments to EDI	Action: ➔ Review FACT's Equality, Diversity (EDI) and Inclusion Policy to check if up-to-date with legislation and disability equality ➔ Add Disability Confident Employer Status ➔ Add commitments as part of joining the Liverpool Arts and Culture Race Equality Manifesto ➔ Add the introduction of Quiet Hours at FACT ➔ Add links to internal resources developed - introduction to Access Riders, Sensory Input Checklist, Neurodiversity Workplace Assessment ➔ Update shared language glossary following audit ➔ Share statistics to date on key EDI objectives ➔ Add a tracking progress and evaluation section ➔ Define the differences between strategy, policy and action plan
Objective: Develop an accessible Equality, Diversity and Inclusion Policy and Action Plan formats for internal use and for website	Action: ➔ Consider diverse access needs and create various accessible formats for the EDI policy and Action Plan for internal and external use, including a web friendly version ➔ Review format of EDI action plan and whether it should mirror policy format ➔ Run policy and action plan through Reading Age Tool ➔ Request feedback from various groups on whether the updated policy formats are accessible
Objective: Standardised approach to creating accessible formats of all public	Action: ➔ Audit public facing documents to check if consistent across communications, reports and papers ➔ Standardise document naming protocols ➔ Apply learnings to all public facing documents as part of EDI commitment

facing documents	➔ Producing accessible formats of all documents ➔ Link to EDI policy from other documents
Objective Two: Shared Language **Deadline:** Report to People Sub-committee in January 2026	
Objective: Review glossary terms to assess whether still relevant, definitions are adequate, and if inclusions or omissions are needed	Action: ➔ Set up an all staff meeting to review glossary terms as a collective group ➔ Consider and outline the different ways in which the glossary may and should be used ➔ Commit to an annual review of glossary at all staff meeting and add to induction process
Objective Three: Staff Training and Development **Deadline:** Report to People Sub-committee in January 2026	
Objective: Offer targeted training and development opportunities to support colleagues	Action: ➔ Continue to offer annual Equality, Diversity, Inclusion and Race Dialogue training to colleagues ➔ Offer Somatic Race Dialogue Restorative workshop for colleagues ➔ Offer Imposter Syndrome compassionate focused workshop for colleagues ➔ Train all colleagues on inclusive recruitment and interview best practices ➔ Programme Unconscious Bias and Neurodiversity Awareness training for all colleagues in 2025 ➔ Delivery Autism Awareness Training to FoH colleagues in support of Quiet Hours at FACT
Objective: Develop EDI leadership framework and	Action: ➔ EDI is included in induction process ➔ Staff engage in annual EDI relevant training

collective implementation to embed EDI in strategic organisational decisions	➔ Staff report on how they have implemented EDI within their roles via appraisal question ➔ EDI action plan is led by EDI circle, with regular communication with full team and project development circle ➔ EDI team journey is communicated to Board
Objective Four: Recruitment and Workforce **Deadline:** Report to Disability Confident in October 2025 and People Sub-committee in January 2026	
Objective: Disability Confident Employer Status	Action: ➔ Record and evaluate work undertaken as part of Disability Confident Employer two year journey, ahead of October 2025 deadline, via assessment record ➔ Trial disability focused work experience placements in collaboration with JobCentre Plus initiative
Objective: Development of Disability Equity Resources and provide support for staff team to use them	Action: ➔ Research further resources that may benefit colleagues ➔ Support colleagues in use of existing resources - Access Riders, Sensory Input Checklist, Neurodiversity Workplace Assessment
Objective Five: Programme and Audience Development **Deadline:** Report to People Sub-committee in January 2026	
Objective: Carry out an accessibility audit of exhibitions and website	Action: ➔ Identify an external partner/s with inclusivity expertise to carry out an accessibility audit for FACT ➔ Establish framework for audit ➔ Carry out audit ➔ Assess learnings and any developments from audit

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Objective: Introduce Quiet Hours Pilot in Gallery Two - Art Plays Games exhibition	Action: ➔ Lower sound levels of artworks and games ➔ Softer lighting to aid a relaxed environment ➔ Provide ear defenders to use during visit ➔ Create sensory packs to use during visit ➔ Create a calm corner, outside of Gallery 2 ➔ Design various accessible format gallery guides ➔ Offer PECS - picture exchange communication system ➔ Display Quiet Hour signs ➔ Gather feedback on Quiet Hours pilot ➔ Review options for extending Quiet Hour in G2 and other spaces going forward
Objective: Develop a Visual Story for Website	Action: ➔ Create content and visuals for a Visual Story on the website ➔ Update visual ➔ Design sensory maps to visitors ➔ Promote visual story at FACT
Objective Six: Monitoring and Evaluation Deadline: Report to People Sub-committee in January 2026	
Objective: Develop a neuro-friendly feedback form for Quiet Hours	Action: ➔ Research neurodivergent friendly visual feedback forms ➔ Produce an A5 neurodivergent friendly postcard for Quiet Hours and potentially at other periods
Objective: Create accessible feedback forms for FACT	Action: ➔ Audit of where our communications go, how the data we collect for marketing can map on to data we collect for ACE, specifically getting more granular understanding of demographic data rather than

	economic/audience agency data ➔ Research WoW feedback form and whether this meets ACE commitments

Alternative document formats are available in > FACT Info Hub

- ❖ FACT EDI Action Plan 2025-26 - large print
- ❖ FACT EDI Action Plan 2025-26 - black text on white background