



Part of The Ginger Jar Services Family

People, Inclusion & Speak-Up Policy Pack

Diversity, equity, fair opportunity, respectful working and whistleblowing arrangements for Feast & Fable.

Organisation	Ginger Jar Services Ltd trading as Feast & Fable
Policy owner	Founder / Managing Director - Jenny McNeill
Effective date	4 August 2026
Review date	4 August 2027, or sooner following legal or organisational change

This policy applies to employees, workers, freelancers, contractors, agency staff, work-experience participants and anyone representing Feast & Fable, unless a section states otherwise.

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This consolidated pack is supplied alongside the individual controlled policy documents for ease of review. In the event of a formatting discrepancy, the individual policy document is the controlled version.

Diversity, Equity, Inclusion & Belonging Policy

A practical commitment to fair opportunity, representation, accessibility and a culture in which people can contribute and belong.

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1. Purpose

Feast & Fable is committed to creating an equitable, inclusive and respectful working environment and to delivering experiences that welcome a wide range of people. We believe different backgrounds, perspectives and lived experiences strengthen creative work, decision-making and the experiences we create.

This policy sets out how we seek to remove barriers, prevent unlawful discrimination and promote genuine participation and belonging across employment, freelance engagement, procurement, creative development and event delivery.

2. Our principles

- Equality: people should have fair access to opportunities, support, pay and progression.
- Equity: different people may need different support or adjustments to participate fully.
- Diversity: we value difference in identity, background, experience, thinking and perspective.
- Inclusion: people should be able to contribute, be heard and be treated with dignity.
- Belonging: people should feel welcomed, respected and able to be themselves without pressure to conform.

3. Legal framework

We will comply with the Equality Act 2010 and other applicable employment and human-rights legislation. We will not unlawfully discriminate because of age, disability, gender reassignment, marriage or civil partnership,

pregnancy or maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex or sexual orientation.

We also seek to create an inclusive culture in relation to characteristics and circumstances not expressly protected by law, including socio-economic background, caring responsibilities, neurodiversity, working pattern and route into the industry.

4. What we expect

- Treat colleagues, freelancers, suppliers, clients, artists, performers, venue teams and guests with dignity and respect.
- Listen to different perspectives and avoid dismissive, stereotypical or exclusionary language and behaviour.
- Challenge discrimination, bias and exclusion safely and constructively, or report it through an appropriate route.
- Respect names, pronunciation and pronouns, and avoid assumptions about identity, background or personal circumstances.
- Protect confidential personal information and discuss access needs sensitively.

5. How we implement this policy

Recruitment and engagement

- Use clear, role-relevant criteria and assess people on skills, experience, potential and suitability.
- Avoid unnecessarily restrictive requirements and advertise or circulate opportunities as widely as practicable.
- Offer reasonable adjustments during recruitment, onboarding and work.
- Seek fair and consistent rates, terms and access to opportunities for comparable work.
- Keep selection decisions and personal information appropriately confidential.

Creative work and representation

- Consider whose perspectives are shaping a concept, whose stories are being told and who may be absent.
- Avoid stereotypes, tokenism, cultural appropriation and the use of identity as a superficial creative device.
- Use appropriate consultation, specialist advice or lived-experience input where a concept engages with cultures or experiences outside the core team's knowledge.
- Credit creative contributions appropriately.

Accessible event delivery

- Ask clients and venues about known audience and access requirements early enough to influence planning.
- Consider physical access, seating, circulation, sensory load, lighting, sound, communication, dietary requirements, religious or cultural needs and accessible service.
- Provide clear allergen and dietary information and avoid treating access requests as an inconvenience.
- Brief event teams on respectful communication and any agreed adjustments.

Suppliers and collaborators

- Seek a broad and capable supplier and freelance network and avoid relying only on informal networks where that may narrow opportunity.
- Communicate our behavioural standards to people representing Feast & Fable.
- Address discriminatory or exclusionary conduct by a supplier, client, guest or collaborator rather than expecting the affected person to tolerate it.

6. Reasonable adjustments

Anyone who needs an adjustment should speak to the Founder / Managing Director or their project lead. We will discuss needs privately, consider practical options and implement reasonable adjustments wherever possible. No one will be disadvantaged for requesting support.

7. Raising a concern

Concerns may be raised informally or formally with the Founder / Managing Director or, where that is not appropriate, with another senior person nominated for the relevant project. Concerns involving bullying, harassment, discrimination or victimisation will be handled under the Respect at Work Policy. Serious wrongdoing in the public interest may be raised under the Whistleblowing Policy.

8. Responsibility and review

The Founder / Managing Director is accountable for this policy. Everyone covered by it is responsible for their own conduct. The policy is shared during onboarding, reinforced in project and event briefings where relevant, and reviewed at least annually. We will use feedback, complaints, incidents and lessons learned to improve our practices.

9. Related policies

- Equal Opportunities Policy
 - Respect at Work Policy
 - Whistleblowing Policy
 - Health & Safety Policy
 - Grievance and disciplinary procedures, where applicable
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Equal Opportunities Policy

Fair access to work, development and reward across permanent, temporary and freelance engagement.

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1. Policy statement

Feast & Fable is committed to equal opportunity and fair treatment in recruitment, engagement, pay, allocation of work, training, development, promotion, performance management, discipline, termination and access to benefits. Decisions will be based on objective, role-relevant considerations and legitimate business needs.

2. Scope

This policy covers applicants, employees, workers, freelancers, contractors, agency staff and work-experience participants. It also informs how we work with suppliers, clients and event partners.

3. Unacceptable discrimination

We oppose direct discrimination, indirect discrimination, harassment and victimisation, including discrimination by perception or association. Unlawful discrimination will not be tolerated in the workplace, at events, on work travel, in online communications or at work-related social occasions.

4. Recruitment and selection

- Role descriptions and selection criteria will focus on genuine requirements.
- Applications will be assessed consistently and without irrelevant assumptions.
- Reasonable adjustments will be offered for interviews, trials, onboarding and work.
- Questions about health, disability, family plans, age or other personal matters will only be asked where lawful and genuinely relevant.
- Where practicable, more than one person will contribute to significant selection decisions.
- Recruitment records will be retained only as long as needed and handled confidentially.

5. Work allocation, pay and progression

- Comparable work should attract fair and explainable rates and terms.
- Opportunities, responsibilities and desirable assignments should not be allocated through favouritism or assumptions about availability, caring responsibilities or background.
- Performance feedback will be specific, evidence-based and communicated respectfully.
- Training and development opportunities will be made available fairly, taking account of role, performance and business need.
- Flexible working requests and requests for adjustments will be considered fairly and without retaliation.

6. Positive action

Where lawful and proportionate, we may take positive action to address disadvantage, meet particular needs or improve participation by underrepresented groups. Positive action is not the same as positive discrimination and does not remove the requirement to assess individuals fairly.

7. Responsibilities

- The Founder / Managing Director is responsible for oversight and fair application.
- Project leads and managers must make objective decisions, document significant concerns and escalate potential discrimination.
- Everyone covered by this policy must behave consistently with it and raise concerns promptly.

8. Complaints and breaches

A person who believes they have been treated unfairly may raise the matter informally or formally with the Founder / Managing Director, or another nominated senior contact where appropriate. Complaints will be taken seriously, handled as confidentially as possible and investigated fairly. Retaliation or victimisation for raising or supporting a concern is prohibited.

A breach may result in corrective action, removal from a project, termination of an engagement or disciplinary action, depending on status, seriousness and applicable contractual procedures.

9. Monitoring and review

As a small business, we will use proportionate monitoring, including reviewing recruitment routes, freelance networks, allocation of opportunities, feedback and complaints. We will not collect sensitive equality data unless there is a clear purpose, appropriate privacy information and suitable safeguards.

10. Related policies

- Diversity, Equity, Inclusion & Belonging Policy
- Respect at Work Policy
- Whistleblowing Policy

Respect at Work Policy

Preventing and responding to bullying, harassment, sexual harassment, discrimination and victimisation.

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1. Policy statement

Everyone working with or representing Feast & Fable has the right to be treated with dignity and respect. Bullying, harassment, sexual harassment, discrimination and victimisation are unacceptable and will not be tolerated, whether carried out by an employee, freelancer, manager, client, supplier, venue representative, guest or other third party.

2. Where this policy applies

This policy applies in kitchens, offices, studios, venues and client locations; during travel, accommodation, rehearsals, installations, service and derigs; at work-related social events; and through email, messaging, social media, video calls and other digital communications.

3. Definitions

Bullying

Offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, that undermines, humiliates, denigrates or injures another person. Bullying can be a pattern or a serious one-off incident.

Harassment

Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment

Unwanted conduct of a sexual nature that has the purpose or effect described above. It can include comments, messages, jokes, touching, staring, sexualised material, propositions, intrusive questions, or conduct linked to accepting or rejecting sexual behaviour.

Victimisation

Treating someone badly because they raised, supported or gave evidence about a discrimination or harassment concern, or because it is believed they may do so.

4. Examples of unacceptable conduct

- Shouting, threats, humiliation, persistent belittling or deliberately undermining someone.
- Exclusion from information or opportunities for discriminatory or retaliatory reasons.
- Jokes, comments, nicknames, imagery or “banter” targeting identity or personal characteristics.
- Unwanted physical contact, sexual comments, propositions or sharing sexualised material.
- Misgendering or using a former name deliberately after being corrected.
- Intrusive questions about disability, health, religion, sexuality, relationships or family plans.
- Using seniority, access to work or future bookings to pressure someone into personal or sexual interaction.
- Punishing, isolating or reducing opportunities because someone raised or supported a concern.

Intent is not decisive

Behaviour may be unacceptable even if no offence was intended. We will consider the effect of the conduct, the circumstances and whether it was reasonable for the conduct to have that effect.

5. Responsibilities

- Everyone must behave respectfully and cooperate with investigations.
- Project leads must set expectations, act on warning signs and intervene where safe to do so.
- The Founder / Managing Director must ensure concerns are handled promptly, fairly and without retaliation.
- Bystanders are encouraged to challenge behaviour safely, support the affected person and report serious concerns.

6. How to raise a concern

Immediate safety

Where someone is at immediate risk, they should move to a safe place and contact the project lead, venue security or emergency services as appropriate. At live events, concerns may be raised directly with the designated event lead.

Informal route

Where appropriate and safe, a person may tell the individual that the behaviour is unwanted, ask a manager to help communicate this, or request an informal intervention. No one is required to confront the person whose behaviour concerns them.

Formal route

A formal concern should be raised with the Founder / Managing Director, preferably in writing, setting out what happened, when, where, who was involved, any witnesses and the outcome sought. Where the concern involves the Founder / Managing Director, it may be raised with a nominated independent adviser, HR consultant, client safeguarding contact or venue contact appropriate to the circumstances.

7. How concerns will be handled

1. We will acknowledge the concern promptly and discuss immediate support or protective steps.
2. We will appoint an impartial person to review or investigate, using external support where necessary.
3. Both the person raising the concern and the person complained about will have a fair opportunity to provide information.
4. Information will be shared only with those who need it for a fair process or legal, safeguarding or safety reasons.
5. We will communicate the outcome as fully as confidentiality and data-protection obligations allow.
6. We will consider follow-up action to prevent recurrence and check that no retaliation has occurred.

8. Interim measures and support

Depending on the circumstances, temporary measures may include changing reporting lines, duties, shifts or locations; separating individuals; removing someone from a project; arranging a chaperone; or engaging external HR, safeguarding or legal support. Interim measures are neutral risk controls and do not determine the outcome.

9. Outcomes

Where a concern is upheld, action may include an apology, coaching, training, a written warning, removal from site or project, ending a freelance or supplier engagement, disciplinary action or dismissal. Malicious allegations made knowingly may also result in action. A concern that is not upheld will not be treated as malicious merely because evidence was insufficient.

10. Confidentiality and records

Records will be accurate, securely held and retained only as necessary. Absolute confidentiality cannot be promised, but we will protect privacy as far as reasonably possible. Non-disclosure terms will never be used to prevent a legally protected whistleblowing disclosure or reporting to the police or regulator.

11. Related policies

- DEIB Policy
- Equal Opportunities Policy
- Whistleblowing Policy
- Health & Safety Policy

Whistleblowing Policy

A safe route for raising serious wrongdoing in the public interest.

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1. Purpose

Feast & Fable encourages workers to speak up about serious wrongdoing. We will listen, take concerns seriously and protect people from retaliation when they raise genuine concerns. This policy is intended to support disclosures that may qualify for legal protection under the Employment Rights Act 1996 and Public Interest Disclosure Act 1998, as amended.

2. Who can use this policy

This policy is available to employees, workers, agency workers, trainees and others who may fall within statutory whistleblowing protection. Freelancers, contractors and suppliers are also encouraged to use the reporting routes in this policy, although their precise legal protection may differ.

3. What whistleblowing is

Whistleblowing is the disclosure of information that a person reasonably believes shows specified wrongdoing and is made in the public interest. It is different from a personal complaint about an individual's own treatment, which will usually be handled under a grievance or Respect at Work process.

4. Concerns covered

- A criminal offence, including fraud, theft, bribery or corruption.
- A breach of a legal obligation or regulatory requirement.
- A miscarriage of justice.
- Danger to health and safety, including unsafe food, allergen failures or unsafe event practices.
- Damage or risk of damage to the environment.
- Sexual harassment that meets the legal requirements for a qualifying disclosure.

- Deliberate concealment of any of the above.

A concern may relate to something that happened in the past, is happening now or is likely to happen. It may concern Feast & Fable or another organisation encountered through work.

5. How to raise a concern internally

1. Raise the concern with the Founder / Managing Director verbally or in writing.
2. Where the concern involves the Founder / Managing Director, raise it with a nominated independent HR adviser, accountant, solicitor, relevant client lead or venue safeguarding / compliance contact.
3. Provide the facts available: what happened or may happen, dates, locations, people involved, supporting information and why the concern may be in the public interest. Proof is not required before raising a genuine concern.

A person may raise a concern openly, confidentially or anonymously. Anonymous reports will be considered, but anonymity can make investigation and feedback more difficult. A confidential reporter's identity will be protected as far as reasonably possible, subject to legal and fair-process requirements.

Emergency or immediate danger

Where there is immediate danger, contact emergency services, venue security, the relevant regulator or another appropriate authority without delay. Food-safety or health-and-safety risks should also be escalated to the event lead immediately so protective action can be taken.

6. What happens next

1. The recipient will acknowledge the concern promptly where contact details are available.
2. An initial assessment will determine whether the matter falls under this policy, requires urgent action or should be handled under another procedure.
3. An impartial investigation or referral will be arranged, using external professional support where appropriate.
4. The reporter may be asked for further information and will be told, where possible, how the matter will be handled.
5. We will provide appropriate feedback, while respecting confidentiality, legal privilege, data protection and the rights of others.
6. We will record the concern, action taken and learning, and review whether controls or practices need improvement.

7. Protection from retaliation

No one will be dismissed, denied work, have hours reduced, threatened, bullied, harassed or otherwise subjected to detriment for raising a genuine whistleblowing concern or assisting an investigation. Retaliation is a serious breach of this policy and should be reported immediately.

A concern does not need to be proven to be raised in good faith. However, knowingly making a false allegation may lead to disciplinary or contractual action. A concern that is mistaken or not upheld will not attract action merely because the evidence was insufficient.

8. External disclosures

We encourage concerns to be raised internally first where it is safe and appropriate, so they can be addressed promptly. A worker may also have legal protection when making a disclosure to an appropriate prescribed person or body, a legal adviser, or in limited circumstances another external party. The legal tests differ depending on who receives the disclosure, so independent advice should be obtained where needed.

Potential sources of advice include Acas, the independent whistleblowing charity Protect, a trade union or a legal adviser. Relevant prescribed bodies may include the Health and Safety Executive, a local authority food-safety team, the Equality and Human Rights Commission, HM Revenue & Customs or another regulator, depending on the subject.

9. Confidentiality clauses

Nothing in an employment contract, freelance agreement, settlement agreement, non-disclosure agreement or confidentiality clause is intended to prevent a protected whistleblowing disclosure, reporting a crime, cooperating with a regulator or obtaining legal advice.

10. Policy ownership, training and review

The Founder / Managing Director owns this policy. It will be included in onboarding and made available to regular freelancers and project leads. Managers and project leads will be briefed on receiving disclosures, preserving confidentiality, preventing retaliation and escalating urgent risks. The policy will be reviewed annually and after any significant concern or legal change.

11. Related policies

- [Respect at Work Policy](#)
- [DEIB Policy](#)
- [Equal Opportunities Policy](#)
- [Health & Safety Policy](#)
- [Food Safety and Allergen Management procedures](#)