

Company Drinks Anti-Racism Toolkit

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1 INTRODUCTION

1.1. Hello and Summary

Dear team, partners, collaborators and volunteers,

This **Anti-Racism Toolkit** is a document for everyone who engages with Company Drinks, and explains why we have such a toolkit, and how we practically address racism. Anti-Racism is defined as the work of actively opposing racism by advocating for changes in political, economic, and social life.

The Toolkit sits in line with our **Safeguarding Policy and Equal Opportunities Policy**, which explains that we want Company Drinks to provide an accessible and safe environment, welcoming everyone. It acknowledges the need for precise anti-racist language and clear procedures.

Knowing the toolkit is necessary for every team-member, collaborator and keyholder who offer and run public events and programming. We - members from the team who first issued the Anti Racism Toolkit* will run through the protocols with yourselves, ahead of any activities with members of the public.

The toolkit is part of Company Drinks' Anti-Racism Action Plan which was first issued in December 2020. We say that if we see or notice racism, prejudice or inequality, "**we will speak up, and act up**".

With this toolkit we want to make explicit what we mean to be anti-racist, and give clear guidance and examples, in terms of language, procedures and processes. Both the Anti Racism Plan and the Toolkit are working documents, which will be updated annually or as needed.

If you have comments or questions please email contact@companydrinks.info, we'd love to hear from you. This is an active working document and we encourage additions and amends from all of our team.

Your Team Company Drinks

1.2. Language used in this document

Company Drinks wants to use, explain and **share helpful language**.

We want our team, volunteers and collaborators to feel confident and comfortable with using this language. It might be new, less familiar and not always comfortable. We hope that by being explicit but also kind, we can encourage you to think differently about language, in a way that actively encourages a culture of anti-racism.

We have compiled a **list of terms** we use in this document or that are used more widely when talking about anti-racism. We welcome your feedback and are happy to use more terms to this list.

Racism is a deeply ingrained system of beliefs, attitudes, and behaviours that discriminate against individuals or groups based on their *perceived* racial or ethnic background. It is a form of prejudice and discrimination that has historically led to social, economic, and political inequalities and injustices. Racism can manifest in various ways, including:

- Individual Racism
- Institutional Racism
- Structural Racism
- Systemic Racism
- Cultural Racism
- Implicit Bias
- Microaggressions
- Hate Crimes

We have included definitions of these terms in our list of terms.

We're going to use the term **BPOC**.

This stands for Black People and People of Colour. It is an umbrella term for all peoples who are not white and do not experience white privilege. We may occasionally also refer to people as white or non-white. If it's appropriate to identify someone's cultural or ethnic background, we will ensure we know what this is first. But we acknowledge that this question requires trust and care, we won't just walk up to people and ask: "*Where are you from?*"

We're also using the term **White Privilege**.

This is an incredibly uncomfortable, often misunderstood, term. It's natural for people to react defensively to it. But we want to be leaders in anti-racism, so we are going to help people understand white privilege and why it's so important for reducing systematic racism. There is substantial research and evidence showing that BPOC are more likely to experience inequalities. These may occur in:

- education
- healthcare
- the arts
- business/finance
- healthy lifestyles and access to food

We understand that it can be difficult to assess and address one's own white privilege, but it's a necessary part of the process of tackling racism. When we, as white people, understand white privilege, we understand the unequal power dynamics and systems that we are unintentionally upholding, and we can start to be active players in levelling the field

1.3. Why do we need an anti-racism toolkit?

We acknowledge that we live in an unequal society, especially in terms of race, gender and economy, and we have a responsibility to our community and wider society, to do a much better job of addressing this. Company Drinks is explicitly **anti-discriminatory**, this includes:

- anti-racist: against all forms of racism or discrimination based on racialization
- anti-ableist: against all discrimination based on physical disabilities
- anti-transphobic: against all discrimination of transgender people
- anti-sexist: against all discrimination based on gender identity, expression and/or sex
- anti-homophobic: against all discrimination based on sexual orientation
- [Please let us know what you would like to see added here]

Why this document is specifically addressing anti-racism.

When George Floyd's murder happened in the USA on May 25th 2020, the Black Lives Matter Movement gained unprecedented global motion, and Company Drinks for the first time said explicitly that **we are an anti-racism organisation**.

This moment in history made us consider that we must adjust and act as an organisation to dismantle racism, and to actively consider our organisational structure and poor understanding of racism as a at the time predominantly white core project team.

Company Drinks is standing behind the Black Lives Matter Movement and doesn't condone the slogan All Lives Matter. Why?

There is a really important line to be drawn between *Black Lives Matter* and *All Lives Matter*. Of course, all people deserve equal rights, but the Black Lives Matter movement responds specifically to the deaths of black people, at the hands of the

police who should be protecting the community. In making the Black Lives Matter Statement, we wish to focusing on the fact that, due to proven and well documented, historic, institutional and colonial events; and due to the historic privilege and supremacy of white people and their role in setting our systems up; we **do not** live in an equal society, and we must confront that before we can talk about levelling any playing fields.

People of colour have told us (the world) that things haven't changed, and they keep facing racial discrimination, and sometimes violence, on a day-to-day basis. Black Lives Matter is a solidarity statement to acknowledge the psychological, economic and political effects that systems based on the inequality of race have on non-white communities. The All Lives Matter statement therefore directly undermines the lived experience of BPOC.

1.4 Implementation

We are actively adjusting as an organisation to not perpetuate institutional and individual racism. All staff, volunteers and board members are responsible for taking an active role in encouraging **a culture of anti-racism**.

All instances of racism should be reported to the Inclusion Officer (IO):
Walter Hall, General Manager, walt@companydrinks.info

Instances of racism that cannot be reported to the Inclusion Officer (IO) should be reported to Jess Denning, Trustee Liaison CompanyDrinksReporting@gmail.com (independent email address)

Appendix 1 includes the contact details of organisations working to end racism and support those directly affected.

Appendix 2 includes a flow chart of the reporting process.

The board will have overall responsibility for overseeing the implementation of this policy. The board will be responsible for:

- Ensuring the implementation of and training in anti-racist practices throughout Company Drinks
- Monitoring issues that arise and liaising with Inclusion Officer to adapt practices as needed
- Supporting team to review and update the toolkit and accompanying documents on an ongoing basis
- Reporting instances of hate crime

The Inclusion Officer is responsible for:

- compiling all monitoring documentation, policies and procedures and sharing with staff, volunteers and board members

- signposting staff, volunteers or board members to further resources and training in creating inclusive spaces and support for those directly affected by racism
- recording and following up any complaints of racism (or other forms of discrimination)
- ensuring all record keeping is in compliance with GDPR
- addressing complaints made against staff, volunteers or board members in line with HR practices
- supporting staff and volunteers to address unconscious bias and instances of racism within their projects or partnerships
- reporting serious reports and complaints to board of directors
- reporting instances of hate crime

The Company Drinks team will:

- review all Company Drinks project plans and raise any issues of unconscious bias or harmful assumptions
- share and use tools to ensure that spaces and communications are as inclusive and welcoming as possible to all
- address instances of racism with participants reported for harmful behaviour or language
- reporting instances of hate crime

2. OUR TOOLS FOR ENCOURAGING A CULTURE OF ANTI-RACISM

2.1. Understanding Harm

Harm and trauma come in many shapes and forms. For example, harm can be done by repeated negative experiences, or a one-off difficult experience. We acknowledge that different people experience sensitive issues in different ways, but we as an organisation want to make sure that no harm is done to others on our premises. Harm by racism may look like...:

- assumptions made about participants based on race/ethnicity/gender/gender reassignment
- unwelcoming spaces *“it didn’t feel like somewhere for someone like me”* etc.
- alienating language *“they were using language that wasn’t appropriate to me/my culture/my lived experience”* etc.

Company Drinks prioritises the reduction of harm over **discomfort**

We understand that talking about racism is incredibly complicated and uncomfortable for many people. But as a predominantly white team, with access to funding, resources, and active groups who look to us for leadership, it is our responsibility to step up and occasionally step into discomfort.

In the past, organisations like ours have benefitted from engaging diverse communities, without having to address systematic racism and unequal power dynamics. We wish to be leaders in effective anti-racism work in our community. For this to be possible, we will need to regularly allow ourselves to feel uncomfortable about these procedures while assessing our own actions. We acknowledge that this discomfort is incomparable to the discomfort experienced by BPOC experiencing systematic racism on a day-to-day basis.

We don't want anyone to be made to feel uncomfortable and we will raise any accusations/incidents of racism carefully and sensitively. However, we also understand that discomfort is a necessary part of education work, and raising awareness of the harmful effects that unintentional racism/unconscious bias can have on BPOC.

2.2. Carrying out anti-bias checks

Unconscious biases are the underlying (often unintentional) attitudes, assumptions and stereotypes that people unconsciously attribute to another person or group of people that affect how they understand and engage with a person or group. As a predominantly white team, Company Drinks acknowledges that the risk of unconscious biases about BPOC is much higher than if we were a predominantly non-white team, and so we have procedures in place to assess and address any unconscious bias that may exist in our programmes, our team procedures, and our communications with our community, and adjust these.

Company Drinks is establishing an evaluative process to check for bias across organisational work and project activities. We have collated information on anti-bias checks.

2.3. Using a Code of Conduct

We want to do our best to make the spaces we work in safe for everyone to participate. Our Code of Conduct outlines how we as staff, volunteers, and as community groups want to be more aware of our own behaviour, and that of others around us. A working version of our Code of Conduct is available publicly on our website in our [information brochure](#).

All new staff members, volunteers, board members or partners will be asked to read and agree to our Code of Conduct at the beginning of their period of engagement.

At the beginning of a new project, workshop or activity we will share the Code of Conduct informally with everyone involved as an 'icebreaker' activity.

We will review the Code of Conduct with staff, volunteers, board members and community groups periodically to encourage a culture of collaboration and to ensure the Code of Conduct is relatable and relevant for all involved. We welcome new additions and will amend the document as required.

2.4. Calling out Racism

At Company Drinks, we wish to **'call out'** racism

We understand that the term *'call out'* may feel uncomfortable or confrontational for many people, but at Company Drinks we want to get more comfortable with occasionally being uncomfortable. We believe that we can't address racism, in all its forms, without calling it what it is, and putting the needs of people who are experiencing racism **first**.

2.5. Reporting and Acting on Racist Incidents

Any concerns about discrimination from participants, volunteers, group members or Company Drinks team members are to be reported to the Inclusion Officer, who will log all complaints and follow up where necessary. There is a recording template at the end of this document to help you record all important information about your concern.

All reports of racism or other forms of discrimination will be followed up immediately with the person(s) who has been accused of harmful language or behaviour. Company Drinks do not exclude any individuals from activities unless we have first attempted to engage them in addressing their language or behaviour and giving them an opportunity to understand and/or apologise.

An individual may be excluded from further activities if they:

- refuse to acknowledge how their behaviour has affected others
- do not the Code of Conduct or
- continue to behave in an inappropriate or harmful manner.

We will work with partner organisations, parents and carers to ensure our culture of anti-racism is communicated effectively and encourage this within all Company Drinks activity and beyond.

If an accusation of discrimination or racism is made about a Company Drinks staff, volunteer or board member, this will be recorded by Inclusion Officer and followed up in line with HR practices.

We are compiling a document with steps to take if you encounter racism while working with Company Drinks.

This internal, working document, ‘Calling Out Racism Scenarios’ will be shared with extended team members, and used as procedural *guidance*, not a rigid policy framework.

Possible scenario	Risk	Immediate actions / response	Follow up: In all cases: 1. Log the incident with IO
1.1.4 A member of our BPOC community tells you retrospectively about something they felt was racist, hostile or unwelcoming some time after an event	H	<ol style="list-style-type: none"> 1. Actively listen to the person affected, take notes if needed. Acknowledge and empathise, don't interpret or gaslight 2. Fill in an AD report, keeping as close to what was said as possible 3. Let the BPOC person know that we have anti-racism procedures and will be following up on the incident. Possible wording: <i>"We want you to know that you can approach us at events if anything like this happens again"</i> 4. Raise with the IO and team to agree on next steps in soonest possible weekly meeting 	<ul style="list-style-type: none"> - If the incident involved a regular participant, ideally contact the person and explain what was reported, and why we're following up - Be open to actively listening to their clarifying questions and responses - Refer to the CofC's and values to explain why their behaviour wasn't appropriate and mustn't happen again at events - let affected BPOC person know of follow up procedure followed, and arrange a meeting if they express a desire to discuss the incident further

Figure - Sample row from ‘Calling Out Racism Scenarios’ document
Please note - This is a live, working document, to be used as guidance

2.6. Reporting Hate Crime or Hate Incident

If you or others are seriously injured or in immediate danger, you should call 999.

Racist hate crime is abuse or violence committed against someone because of their race or perceived race. This can include:

- Physical attacks
- Sexually threatening or violent behaviour
- Stealing or damaging belongings
- Blackmail
- Sending abusive or offensive messages
- Verbal abuse, such as calling someone racist names
- Acting in a threatening or intimidating way
- Encouraging others to target BPOC

If something isn't a crime but is still motivated by racism, it's a hate incident. Sometimes when hate incidents reoccur by the same person or group of people it can be considered a hate crime.

It is possible to report a hate crime to the police by calling 101, by visiting a police station or [online](#).

We will support individuals who have experienced hate crime to report to the police if they choose. Some people may find it difficult or choose not to report hate crimes to the police. Appendix 1 includes contact details for organisations who support

individuals to report crimes, provide counselling and organisations who will accept anonymous reports of hate crimes.

2.7. Providing support to those directly affected by racism

All reports of discrimination will be followed up with the person affected to provide information about actions taken in response to the incident, to check if they wish to continue their involvement in the project and to find out if any further support is required. Appendix 1 includes contact details for organisations who support individuals to report crimes, provide counselling and organisations who will accept anonymous reports of hate crimes.

2.8. Induction, training and awareness raising

We are reviewing how we train and induct staff and volunteers so everyone has the tools to call out racism and support those directly affected by racism and welcome your input on what this might look like.

We are looking to provide conflict resolution training in early 2024 for the Company Drinks team. If you have ideas for further training, please contact Walter walt@companydrinks.info

Appendix 1: Contact Details

If you or others are seriously injured or in immediate danger, you should call 999.

Inclusion Officer

Walter Hall, General Manager, walt@companydrinks.info

Trustee Liaison

Jess Denning, Trustee, CompanyDrinksReporting@gmail.com (independent email address)

Support Organisations

[London Victim and Witness Service](#) (Part of Victim Support)

A support service for London residents who are affected by or witness to crime

[Citizens Advice](#)

Independent legal advice on discrimination

[Tell MAMA](#)

Support service for those who face anti-Muslim hatred and prejudice

[Community Support Trust](#)

A charity protecting British Jews from antisemitism and related threats

[Friends, Families and Travellers](#)

An organisation working to end racism and discrimination against Gypsy, Roma and Traveller people

[The Monitoring Group](#)

Community-Based Anti-Racist organisation working to eradicate racism

[CATCH](#)

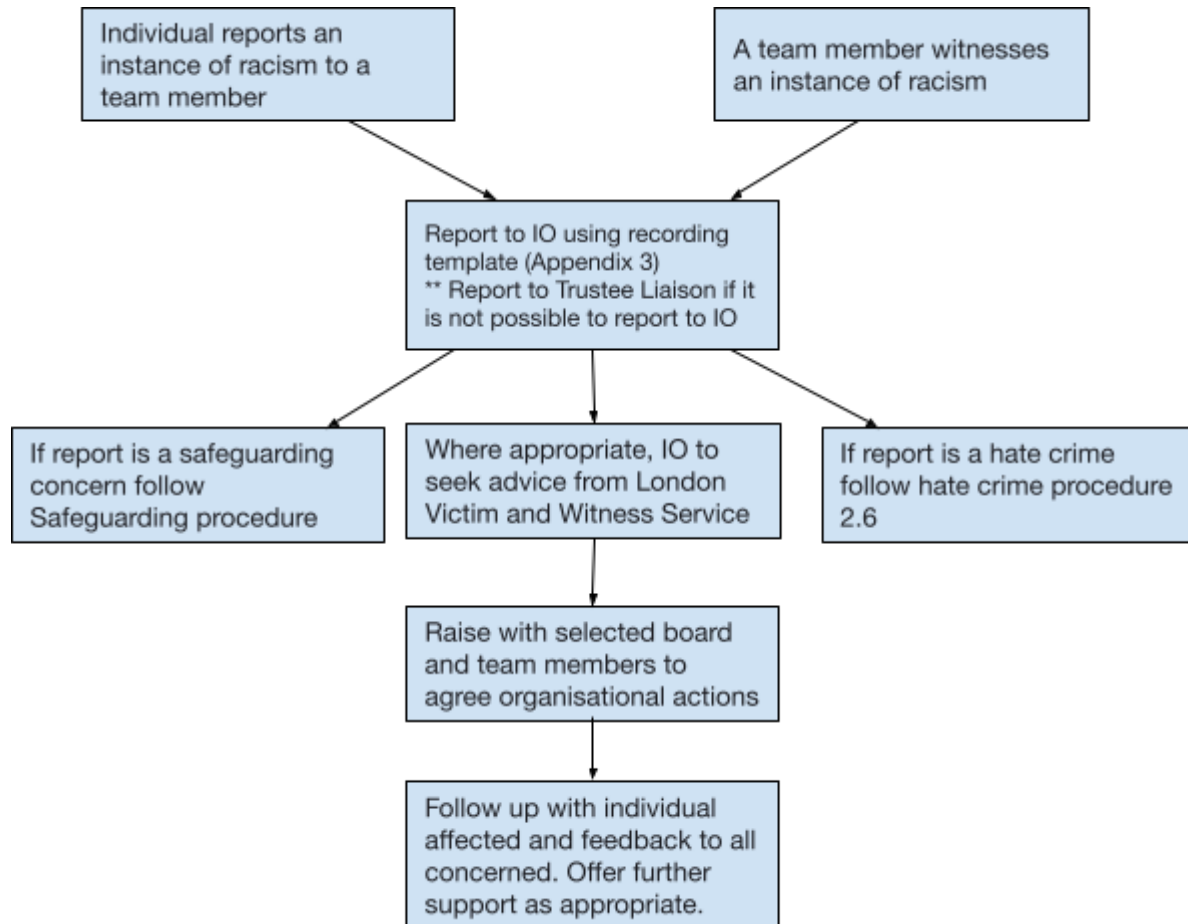
Group of charities working to end hate crime, support and advice for those who have experienced a hate crime

[Crimestoppers](#)

A national charity with a free helpline for reporting crime anonymously.

Appendix 2: Reporting an instance of racism

**** If in immediate danger always call 999 ****



The individual affected will receive weekly correspondence from the IO or Trustee Liaison with an update on actions being taken until resolution of incident.

Appendix 3: Recording template for reporting concerns or racist incidents

They will only be used to follow up with individuals and will not be passed on to third parties except for incidents where the individuals directly affected chose to report the incident to the police.

Date	
Time	
Name(s) and contact details of individuals directly affected by incident	
Name(s) and contact details of individuals carrying out racist behaviour	
Name and contact details of person making the report	
Brief summary of the incident (Written in language as close to original incident as possible – minimising interpretation)	

All completed forms will be stored securely and accessed only by core team and board members. In the case an allegation is made against a core team member or board member, files will be further restricted.