



## Articles of Association

### Name

1. The name of the Company is Hospitable Environment CIC (company number 14542343). The company was incorporated on 15th December 2022.

### Nature of the Company

2. The Company is a Community Interest Company (CIC) registered under the Companies Act 2006 as a company limited by guarantee. The CIC is established to carry on activities that are in the interest of the community and to benefit the public through the promotion of the arts and the use of food as a means of building community cohesion.

### Objectives

3. The objectives of the Company are:
  - To bring people together using creativity and food to explore what it takes to build safe, connected, and sustainable communities;
  - The creation of artworks as part of a socially engaged arts practice.
  - To promote community engagement and social cohesion through arts-based activities, events, and initiatives.
  - To give a wide cross-section of the community, regardless of age, race, gender, background or economic circumstance, the opportunity to explore their own creativity.
  - To provide a platform for arts and culture within Newhaven and the wider East Sussex community, and to lead opportunities for the community to co-create events that celebrate the town, its people, culture and history.

- To provide education, training and workshop opportunities for individuals who are interested in pursuing a career in the creative industries and community development.
- To provide opportunities for individuals to learn about, and participate in food-related activities, including cooking, festivals, and community meals.
- To provide a space for community members to gather and socialise.
- To collaborate with other organisations, both public and private, to achieve the Company's objectives.
- To carry out any other lawful activities that are incidental or conducive to the above objects

### **Asset Lock**

4. The company's assets are subject to an asset lock-

- a) The Company shall not transfer any of its assets other than for full consideration.
- b) If the Company is dissolved any residual assets shall be given or transferred to one or more asset-locked bodies approved by the Regulator for this purpose.

### **Community Interest**

5. The company's main purpose is to benefit the community served by the objectives set out above.

### **Powers**

6. The Company shall have the following powers, which shall be exercised solely for the promotion of the Company's objectives:

- (a) To raise funds and to receive donations and grants.
- (b) To purchase, rent or otherwise acquire and hold property and equipment.
- (c) To pay the directors, employ staff or volunteers and to engage contractors and service providers.
- (d) To enter into contracts and agreements.
- (e) To invest the Company's funds in line with our objectives.

(f) To do all such other lawful things as are incidental or conducive to the attainment of the Company's objectives.

## **Board of Directors**

6.

(a) The Company shall be managed by a Board of Directors consisting of not less than three and not more than seven individuals.

(b) The Board of Directors shall meet at least three times per year.

(c) Decisions of the Board of Directors shall be taken by a simple majority of those present and voting, which is two.

(e) A minimum quorum is two.

## **Meetings**

7.

(a) An Annual General Meeting (AGM) shall be held once a year.

(b) The AGM shall be held not more than fifteen months after the previous AGM.

(c) The business of the AGM shall include the election of a new Board of Directors (if appropriate), the appointment of auditors (if required), and the consideration of the annual report and accounts.

(d) Special General Meetings may be called by the Board of Directors..

(e) A record will be taken of director meetings.

## **Conflict resolutions**

We will endeavour to resolve the dispute as quickly as possible.

If the dispute was not resolved at the first stage we would engage the support of an appropriate industry body to find a neutral mediator.

## **Finance**

8.

(a) The funds of the Company shall be applied solely for the promotion of the Company's objectives.

(b) The Board of Directors shall ensure that proper accounting records are maintained and that the accounts are audited or independently examined, in accordance with the relevant legislation.

(c) The financial year of the Company shall be from 1st January - 31st December.

(d) The Board of Directors shall be responsible for the management of the Company's finances and shall ensure that adequate financial controls are in place.

(e) The Board of Directors shall approve the annual budget and the annual report and accounts.

(f) Hospitable Environment's Executive Directors can be paid for their services as long as their remuneration is reasonable (as defined by industry standards) and transparent. Reasonable duties include, but may not be limited to: company administration, fundraising and grant applications, project/workshop design and delivery, project evaluation and reflective practice, delivering and attending training, professional supervision and continuing professional development. Hospitable Environment pays its Executive Directors and Project Leads in accordance with industry guidance (for example Artists Union England).

## **Dissolution**

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9.

(a) If it becomes necessary to wind up the Company, any assets remaining after the satisfaction of all debts and liabilities shall be transferred to a charitable body or bodies with objects similar to those of the Company.

(b) The charitable body or bodies to which the assets are transferred shall be determined by the Directors of the Company at or before the time of dissolution.

### **Amendment of Articles**

10.

(a) These Articles of Association may be amended by a resolution passed by not less than two-thirds of the Directors present and voting at a General Meeting, provided that notice of the proposed amendment has been given in accordance with the procedures set out in these Articles.

(b) No amendment shall be made that would alter the fundamental nature of the Company as a Community Interest Company.

(c) Any amendment to these Articles of Association shall be notified to the appropriate regulator and Companies House within the prescribed period.

### **Interpretation**

11. In these Articles, unless the context otherwise requires, the following expressions shall have the following meanings:

(a) "The Act" means the Companies Act 2006.

(b) "AGM" means the Annual General Meeting of the Company.

(c) "Board of Directors" means the Directors of the Company.

(d) "Community Interest Company" means a company registered under Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004.

(f) " General Meeting" means an ordinary meeting of the Company called other than an AGM.

(g) "Special General Meeting" means an additional special meeting of the Company called other than an ordinary meeting or AGM

Adoption

12. We, the undersigned, agree to be bound by the above Articles of Association.

Signed:

A handwritten signature in black ink, appearing to be 'EJB', written in a cursive style.

Ellie Johnson-Bullock, Director  
Hospitable Environment CIC  
15/07/2023

A handwritten signature in black ink, appearing to be 'EL', written in a cursive style with a long horizontal line extending to the right.

Elizabeth Lower, Director  
Hospitable Environment CIC  
15/07/2023



## **Equality and Diversity Inclusion Policy**

### **INTRODUCTION**

Hospitable Environment CIC believes that diversity and inclusion are fundamental values that should be upheld in all aspects of our work. We are committed to creating a hospitable environment where everyone feels welcome and respected, regardless of their age, gender, race, ethnicity, religion, disability, sexual orientation, gender identity, or any other protected characteristic. We aim to ensure that our organisation and work is truly representative of all sections of our communities and that everyone feels respected and able to contribute.

We believe that diversity and inclusion are essential for promoting creativity, innovation and excellence, and for reflecting the full range of perspectives and experiences in our society. Hospitable Environment CIC brings people together using creativity and food to explore what it takes to build safe, connected and sustainable communities.

Our policy is based on the following principles:

We will promote diversity and inclusion in all aspects of our work, including the events and workshops we run.

We will strive to create a welcoming and inclusive environment for all individuals and communities, and to challenge discrimination, prejudice and bias wherever it occurs.

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We will celebrate the diversity of our community, and seek to reflect the full range of perspectives and experiences in our programming and outreach.

We will work to ensure that our events and workshops are accessible and inclusive to all, including those with disabilities or other additional needs, making reasonable adjustments as required.

Hospitable Environment CIC is committed to promoting equality, diversity and inclusion in all aspects of its operations. We aim to create a working environment where diversity is celebrated and everyone is treated with respect and dignity, and where discrimination, harassment and victimisation are not tolerated.

## **Definition**

### Equality

Equality means ensuring that individuals are treated fairly and equally, regardless of their characteristics, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### Diversity

Diversity means valuing and respecting the differences between individuals, such as their culture, ethnicity, language, nationality, socio-economic status and other factors.

### Inclusion

Inclusion means creating a working environment where everyone feels valued, respected and supported, and where differences are celebrated and not excluded.

## **Policy implementation**

To implement our diversity and inclusion policy:

Hospitable Environment CIC is committed to promoting equality, diversity and inclusion in all aspects of its operations. We will ensure this is reflected in our recruitment, training and development, promotion, and the provision of goods and services.

We will take all reasonable steps to ensure that all employees, contractors, volunteers and anyone else who carries out work for the Company are aware of their responsibilities under this policy, and are provided with appropriate training and support to enable them to fulfil those responsibilities.

We will not tolerate any form of discrimination, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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We will monitor our operations to ensure that equality, diversity and inclusion are being promoted effectively, and will take appropriate action to address any areas of concern that may arise.

We will make reasonable adjustments to our working arrangements to accommodate the needs of employees and others who may have a disability or other personal circumstances that may require such adjustments.

We will ensure that all staff, volunteers and participants in our events and workshops are treated with respect and dignity, and that discrimination, prejudice or bias is not tolerated.

We will ensure that all events and workshops are designed to be inclusive and accessible, and that the needs of all participants are taken into account.

We will ensure that our programming and outreach reflect the diversity of our community, and that we actively seek out and engage with individuals and communities from different backgrounds.

We will promote awareness and understanding of diversity and inclusion among our staff, volunteers and participants, and provide appropriate training and support.

We will regularly review, evaluate and report on our practices and procedures to ensure that they promote diversity and inclusion, and make necessary adjustments where required.

We encourage feedback from our staff, volunteers and participants on their experiences of diversity and inclusion, and use this feedback to improve our practices and procedures.

We ensure that any complaints or concerns about harassment, bullying, harassment, bullying, discrimination, prejudice or bias are taken seriously, investigated thoroughly and resolved in a timely and appropriate manner. We will either address the issue at the time, or carry out an investigation within 5 working days of receiving the complaint.

We work collaboratively with other organisations and stakeholders to promote diversity and inclusion in the arts community, and to share best practices and resources.

### **Reporting concerns**

If any staff member, volunteer or participant has concerns about discrimination, prejudice or bias in our events and workshops, they should report this to the designated diversity and inclusion lead or to the relevant authorities.

The designated diversity and inclusion lead for Hospitable Environment CIC is Ellie Johnson-Bullock (Studio 9, Hillcrest Community Centre, Bay Vue Road, Newhaven, BN9 9LH, [hello@hospitable-environment.com](mailto:hello@hospitable-environment.com), who is responsible for overseeing the implementation of this policy and for providing advice and support to staff and volunteers.

Hospitable Environment CIC will review this policy regularly to ensure that it remains up-to-date, compliant with current legislation, and effective in promoting equality, diversity and inclusion.

If you witness or experience unacceptable behaviour and discrimination:

Raise the matter immediately with the HE representative - this may be a workshop leader or HE's designated EDI lead. Where possible they will deal with the behaviour at the time.

If you feel unable to report it at the time, or the behaviour is instigated by the workshop lead, please contact the HE EDI lead for a confidential conversation. If they are not immediately available they will respond as soon as possible and within five working days.

Alternatively you can complete our Unacceptable Behaviour and Discrimination Report Form ([link here](#))

Following your complaint action will be taken within five working days and we will inform you of the outcome.

In more complex cases we may need further time to investigate, in which case we will inform you of the timetable for action.

If you are not happy with our process or the outcome of your complaint you can take your concerns to another relevant body:

In employment cases this could be ACAS, Citizens Advice, or a trade union representative

In cases where you have taken part in our activities you could contact the Equality Advisory Support Service, The Community Interest Company Regulator

If the issue is not satisfactorily resolved through the above informal or formal complaints processes you may wish to take your case to a tribunal or court.

### **Responsibilities**

The Board of Directors has overall responsibility for ensuring that this policy is implemented effectively throughout the Company and take appropriate action to address any instances of discrimination, harassment or victimisation that may arise.

All employees, contractors, volunteers, consultants and anyone else who carries out work for Hospitable Environment CIC have a responsibility to comply with this policy, and to ensure that their behaviour and actions do not discriminate against, harass or victimise others.

All employees, contractors, volunteers, consultants and anyone else who carries out work for the Company have a responsibility to report any instances of discrimination, harassment or victimisation

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that they may witness or experience, and to cooperate fully with any investigations that may be carried out in relation to such reports.

### **Conclusion**

Hospitable Environment CIC is committed to promoting diversity and inclusion in all aspects of our work, including the events and workshops we run. We believe that diversity and inclusion are essential for creating a vibrant and innovative community that reflects the richness and complexity of our society. We will take all necessary steps to ensure that our events and workshops are welcoming, accessible and inclusive to all individuals and communities. We will actively seek out and engage with individuals and communities from different backgrounds, and work to reflect the diversity of our community in our programming and outreach. We are committed to providing a safe and respectful environment for all staff, volunteers and participants, and will not tolerate discrimination, prejudice or bias in any form. We will regularly review and evaluate our practices and procedures to ensure that they promote diversity and inclusion, and make necessary adjustments where required.

By implementing this policy, Hospitable Environment CIC hopes to create an environment that fosters creativity, innovation and excellence, and that reflects the full range of perspectives and experiences in our society. We believe that diversity and inclusion are essential for creating a strong and vibrant creative community, and we are committed to upholding these values in all aspects of our work.

This policy sets out our commitment to ensuring that all employees, contractors, volunteers and anyone else who carries out work for Hospitable Environment CIC are treated fairly and equally, regardless of their characteristics. This policy sets out our approach to diversity and inclusion and outlines the steps we will take to ensure that all individuals and communities are welcome and respected in our events and workshops

Author: EJB, DL, LL

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