



TRAMP PRESS

INDEPENDENT IRISH PUBLISHER

Tramp Press Equality, Diversity and Inclusivity Policy 2023

‘If you are not actively dismantling the patriarchy, you are factually benefiting from it’
— Mona Eltahawy, *The Seven Necessary Sins for Women and Girls*¹

This is an ongoing process and this document is subject to change as we learn more.

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¹ Mona Eltahawy is a feminist author, activist, and journalist known for her work on gender issues, social justice, and human rights, particularly in the context of the Middle East and North Africa. She was born in Egypt and raised in the UK and Saudi Arabia. Mona Eltahawy has written extensively on topics such as women's rights, Islamophobia, misogyny, and the intersection of gender, religion, and politics. She has been a vocal advocate for gender equality, challenging patriarchal norms, and advocating for the rights of women and marginalised communities. Mona Eltahawy's work has been featured in various international media outlets, and she has published several books, including *Headscarves and Hymens: Why the Middle East Needs a Sexual Revolution* and *The Seven Necessary Sins for Women and Girls*, which Tramp Press is very proud to have published in Ireland and the UK. She is often recognised as a prominent feminist voice and a trailblazer in advocating for social change and gender justice.

1. About Tramp Press

Tramp Press is an independent literary book publisher based in Dublin and distributing throughout Ireland and the UK. We have limited distribution in the US and worldwide through bookshops as well as our website shopfront. Tramp Press values and respects diverse perspectives, backgrounds, and identities. We actively seek out and promote under-represented voices and stories, striving to publish works that challenge the status quo and to amplify marginalised voices.

Tramp Press is funded by the Irish Arts Council and follows the EDI Policy guidelines laid out by the Arts Council, link here: <https://www.artscouncil.ie/equality-human-rights-diversity/>

2. Employment Policy

Tramp Press has not yet had more than three full-time employees and strives to remain small and nimble, however we work with contractors on a short-term and case-by-case basis. Our Employment Policy is as follows:

Employment Policy 2023

Tramp Press is committed to maintaining a fair and compliant work environment that upholds the principles outlined in the Workplace Relations Commission (WRC) guidelines and Irish employment law. We strive to provide equal opportunities for all employees, stakeholders, and contractors, and we are dedicated to ensuring that their rights and welfare are protected.

As an employer, we adhere to the applicable legal requirements and regulations set forth by the WRC and Irish employment law. We are committed to promoting a workplace that is free from discrimination, harassment, and any form of unlawful behaviour. We value diversity, inclusivity, and respect for all individuals, regardless of their race, gender, age, disability, sexual orientation, religion, or any other protected characteristic.

We aim to provide clear and transparent employment policies and procedures that govern various aspects of the employment relationship, including recruitment, selection, terms and conditions of employment, remuneration, working hours, leave entitlements, health and safety, and grievance procedures. These policies are regularly reviewed and updated to ensure compliance with the evolving legal landscape and to foster a positive and supportive work culture.

We strive to create an atmosphere where open communication, teamwork, and collaboration are encouraged. We value the well-being and professional development of our employees and seek to provide training opportunities, constructive feedback, and avenues for career advancement. We acknowledge the importance of work-life balance and strive to accommodate individual needs whenever possible.

This employment policy statement serves as a commitment from Tramp Press to provide a fair, respectful, and compliant work environment that upholds the rights and responsibilities of all individuals involved. Any violations of this policy will be promptly and thoroughly investigated, and appropriate action will be taken.

We encourage all employees to raise any concerns or grievances through the established channels outlined in our grievance procedure below.

No Unpaid Internships

Unpaid internships in the book-publishing industry are inherently unfair as they exclude individuals who cannot afford to work without pay. Book publishing is a highly competitive field, and unpaid internships are often seen as a necessary stepping stone for aspiring professionals to gain experience and make connections (both the founding directors have benefitted from this approach). However, this practice disproportionately favours those who come from privileged backgrounds with financial resources to support themselves without a living wage. It excludes talented individuals who may have valuable skills and perspectives but lack the financial means to work for free. Unpaid internships perpetuate inequality by creating a barrier to entry for those who cannot afford to work without compensation, limiting diversity and inclusivity in the industry. It's crucial for the publishing industry to recognise that unpaid internships can perpetuate systemic inequality and to take steps to provide fair and equitable opportunities for all aspiring professionals, regardless of their socio-economic background.

As such, when Tramp Press engages a reader or researcher for a short-term project with a view to mentoring, we will pay a living wage, calculated at the time of engagement.²

3. Authors

Submission Policy

As of April 2023, our policy on accepting and reviewing new work is as follows:

Dear Writers,

We're always looking for exceptional new works of fiction and narrative non-fiction. If you're an exceptional writer, we're looking for you.

If you're a person of colour, we're particularly looking for you. If you identify as being a member of a group that has been under-represented in literature, we're looking for you.

In fact, all you need to be published by Tramp Press is 1) be an exceptional writer! And 2) follow the submission guidelines. Then email us at submissions@tramppress.com.

We have an open submissions policy, which means you can submit whenever you like – you don't have to email us first to ask, just fire away as per the instructions below. You don't have to be Irish – in fact you don't have to be anything at all, except great at writing.

Now for the bad news: unfortunately it's very likely that we won't publish your work. We turn down the vast majority of submissions sent to us by writers and agents, and with just a couple of new books a year, we are *ridiculously* picky.

Unfortunately, because of how rarely we publish work from the USA and Canada, it no longer seems fair to accept submissions from those territories. Our apologies.

² This refers to the hourly wage that is considered sufficient to cover the basic cost of living for an adult working full-time, without the need for social welfare supports. The Living Wage in Ireland is calculated annually by the Living Wage Technical Group, an independent body of researchers and experts.

It's important to note that the Living Wage is different from the minimum wage, which is the legal minimum hourly wage that employers are required to pay their employees. The minimum wage in Ireland is set by the government and may be lower than the Living Wage. The Living Wage is intended to reflect a more realistic estimate of the income needed to cover basic living expenses and participate fully in society.

We try to be as upfront as possible in who we are and our publishing viewpoint: with that in mind if you address us as ‘Dear Sirs’, or list only male influences in your cover letter, we will decline to consider your work. For more information on sexism in publishing, please refer to Anne Enright’s article in the *London Review of Books*.

If however you read women and don’t assume that the only people qualified to read your work are men (you’d be amazed at how often we get this), we promise to acknowledge receipt of your manuscript, and to get back to you on your work as soon as possible. In about 90% of cases we’ll get back to you within a month.

Thanks and we look forward to reading your work!

Sarah & Lisa

Read more here:

<https://tramppress.com/submissions/>

Tramp Press Payment of Authors Policy

Tramp Press is funded by the Arts Council and commits to upholding the Arts Council’s ‘Paying the Artist’ policy.

- We strive to increase the level of advance offered to authors year-upon-year and tend to offer authors the same baseline. We are committed to seeing advances for literary work improve.
- Though some information on our advances and royalties can be found in the Match in the Dark policy documents, we prefer to protect the payment privacy of any authors who would rather not give this information.
- When we make an offer for a manuscript or commission work we include information on payment in our initial proposal.
- As well as paying strong advances and royalties, it is policy to ensure writers’ travel and accommodation expenses are covered for all publishing-related events.
- We (and/or our events partners) cover the cost of travel where the writer is travelling outside their county of residence. We also cover accommodation where the length of travel involved and/or the start time of the event necessitates it.
- We pitch Tramp authors only to those festivals with good practice around paying fees, and of acquiring visibility and selling books. Festivals such as Cúirt have, in our experience, strong commitments to inclusion of diverse authors, and inclusive behaviours towards audiences (such as ensuring events are available online, using captioning, etc)
- In certain circumstances, where a panellist is appearing in the capacity of their full-time permanent job, (such as an organisation director appearing on a panel), we do not pay an appearance fee.
- Payments are made within 30 days of receipt of an invoice that can be emailed with the submission of commissioned or requested work and in accordance with our payment schedules (detailed in our contracts).

We are compliant with all tax matters including VAT.

We ensure writers’ fees are ring-fenced within our budget so that fees are protected if overruns occur in other areas of our operations.

We ensure that writers’ copyright is respected, both in terms of moral and economic rights.

Much of the language in the above is borrowed from the Arts Council’s ‘Paying the Artist’ policy document whose principles we align ourselves with. Read more here:

<https://www.artscouncil.ie/about/artists-pay-policy/>

4. Readers

We aim to make our books available as widely as possible, like any ambitious publisher.

Access to Books

We are known for our beautiful print editions which are available through bookshops. It is up to individual booksellers if they wish to stock titles, however, and this cannot be forced. In the unlikely event that a bookshop is unable to provide a copy of a Tramp Press title, they are available to buy directly through the Tramp Press website.

Our titles are available through libraries and, as such, access is not restricted for readers with economic limitations. We submit titles to copyright libraries.

Accessibility for Visually Impaired Individuals

Tramp Press books are available as ebooks. Ebooks have emerged as a more inclusive format for visually impaired readers. Ebooks can be customised to suit the specific needs of readers, allowing for adjustments in font size, colour, and background contrast to enhance readability. Additionally, ebooks can be read aloud by text-to-speech technology, enabling visually impaired individuals to 'listen' to books and access written content in a way that is more accessible and inclusive. Ebooks eliminate barriers such as print size, format, and availability, making reading more accessible and enjoyable for visually impaired readers, ultimately promoting greater inclusivity in the world of literature.

Audiobooks

Tramp Press is working to make more of our books available as audiobooks, through partnerships or by investment on a title-by-title basis.

Audiobooks have become a powerful tool for promoting inclusivity. They provide an accessible format for individuals with visual impairments, learning disabilities, or other print-related disabilities, enabling them to experience the joy of literature without encountering barriers such as small font sizes or visual limitations. Audiobooks also benefit individuals who may have difficulty reading due to language barriers, dyslexia, or other challenges.

Unfortunately, making audiobooks is prohibitively expensive, and partnership is not always available, so there is still room to improve in this area. As of April 2023 we are in development with two prospective new partnerships.

5. Partnerships

We work with fellow publishers, festival organisers, bookshops and more to bring the work of our authors to as wide a readership as possible. In choosing partnerships, we consider the following:

– Is the prospective partner offering fair remuneration to the author(s) involved? If not, we will seek payment for the author, or decline the collaboration. In cases where the event or collaboration is of significant benefit to the author's work, we offer to cover the expenses not

offered.³ (Exceptional to this are certain activities counted as reasonable marketing towards book promotion. This is discussed in advance with the author.)

– Is the prospective partner respectful of authors/collaborators? In cases where we know a prospective collaborator to have unethical business practices, we notify authors and allow them to make an informed decision about whether or not to proceed.

6. Complaints

What can we do if a stakeholder (i.e. team member, author or collaborator) experiences discrimination?

– We must foster a working environment where stakeholders feel safe to report any discrimination.

– The company policy is to listen to the person who has come forward and to acknowledge the difficulty in doing so.

– In cases where a stakeholder reports a negative experience with a collaborator, we seek clarification from the collaborator and agreement to resolve the issue/prevent same from occurring in future. Collaborators who are unwilling to resolve complaints or improve practice are ‘block listed’. Stakeholders are given the opportunity to make an informed decision whether or not to work with block-listed parties.

In instances where a member of the public confides in us about a negative experience/asks for advice, we will listen and offer advice based on our experience and knowledge and seek to support where possible. If their complaint is against a collaborator or ours, we will as above conduct an internal review.

7. Tramp Press Grievance Procedure 2023

Tramp Press is committed to maintaining a positive and respectful work environment. This grievance procedure is designed to provide a fair and effective process for addressing and resolving grievances raised by our stakeholders, including authors, contributors, and contractors. We encourage stakeholders to first attempt informal resolution, but understand that certain situations may require a formal process.

1. Informal Resolution

a. Stakeholders should be encouraged to resolve grievances informally whenever possible. This may involve discussing the issue with a team member who is not directly involved in the grievance or seeking advice from a trusted third party, such as:

- The Arts Council (Literature department)

³ What is considered to be of ‘significant benefit’ to an author is judged on a case-by-case basis by Team Tramp based on our experience of traditional and social media coverage, reach, and possibility for further, more valuable events/collaborations.

- Representative from the Irish Writers Union
- Representative from Words Ireland
- Literary agents (for authors where applicable)
- or another to be agreed upon

b. Stakeholders should be made aware that seeking external advice does not exclude them from pursuing the internal grievance procedure if they choose to do so.

2. Formal Grievance Procedure

a. Filing a Formal Grievance

- i. If an informal resolution is not possible or the stakeholder feels the need to escalate the matter, they should submit a formal grievance in writing to the Directors.
- ii. The written grievance should include:
 - A clear description of the grievance, including relevant dates, incidents, and individuals involved.
 - Any supporting documentation or evidence that the stakeholder wishes to provide.
 - The desired outcome or resolution sought by the stakeholder.

b. Grievance Acknowledgment

- i. Upon receipt of a formal grievance, the Directors will acknowledge its receipt in writing within five business days.
- ii. The acknowledgment will confirm that the grievance will be investigated in a fair and impartial manner.

c. Investigation

- i. The Directors will conduct a thorough investigation into the grievance, ensuring confidentiality to the extent possible.
- ii. The investigation may involve gathering statements from relevant stakeholders, reviewing relevant documents, and any necessary interviews.
- iii. The investigation will be completed within a reasonable timeframe, and the stakeholder will be informed of any delays if they occur.

d. Decision and Resolution

- i. Once the investigation is concluded, the Directors will reach a decision based on the findings.
- ii. The stakeholder will be informed of the decision in writing, including any actions to be taken as a result.
- iii. If appropriate, steps will be taken to address the grievance, such as implementing corrective measures or making changes to policies or procedures.

e. Appeal

- i. If the stakeholder is dissatisfied with the decision or resolution, they may submit a written appeal within 30 business days to the Directors.
- ii. The appeal should clearly state the grounds for the appeal and any additional information or evidence supporting their case.
- iii. An appeal meeting will be scheduled, allowing the stakeholder to present their case.
- iv. The Directors will review the appeal and any new information presented before making a final decision.
- v. The stakeholder will be notified of the final decision in writing.

3. Confidentiality and Non-Retaliation

- a. All parties involved in the grievance procedure are expected to maintain strict confidentiality to the extent possible, respecting the privacy of all stakeholders.
- b. Retaliation against any stakeholder for raising a grievance or participating in the grievance procedure is strictly prohibited and will be addressed accordingly.