

# **Friends of Windmill Gardens**

## **Equality, Diversity and Inclusion Policy**

## Document control

<b>Title</b>	Equality, Diversity and Inclusion Policy
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<b>New or existing policy</b>	New
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## **1. Purpose of policy**

The aim of this policy is to set out FOWG's commitment and adherence to equality, diversity and inclusion, in terms of both the services we deliver and the recruitment and management of our staff and volunteers. The legislative framework underpinning this policy is outlined in the Appendix. This Policy applies to all FOWG staff, Trustees, volunteers, members, visitors, contractors, and service users.

## **2. Definitions**

The statements below summarise what is meant by equality, diversity and inclusion (EDI) in the context of this policy:

- Equality is making sure everybody has access to equal opportunities regardless of their age, gender, ethnicity, sexual orientation, religious belief, disability, or any other protected characteristic
- Diversity is about recognising, respecting and valuing the visible and non-visible differences between people within the workplace and/or wider society
- Inclusion is making sure everyone is included, feels valued, and is utilising their talents in order to meet wider organisational and business goals.

## **3. Our commitment**

Friends of Windmill Gardens (FoWG) is committed to putting EDI at the heart of its ethos, service delivery and strategic objectives. Our aim is to embed EDI in the breadth of our activities in order to create an environment that is free of harassment and bullying, ensure that everyone is treated with dignity and respect, and avoid unlawful discrimination.

This Commitment is underpinned by FOWG's values:

- FoWG is inclusive and encourages diversity;
- FOWG provides an enriching and inspiring experience for visitors and volunteers;
- FOWG is committed to environmental sustainability and the wellbeing of our local area.

## **4. Application of the Policy**

### **4.1 Employment**

FOWG is committed to avoiding unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline, and selection for redundancy. Job/role descriptions will avoid any unnecessary requirements (those unrelated to effective performance) that may otherwise deter applicants, and FOWG will base selection decisions on objective criteria. FOWG will consider making reasonable adjustments in recruitment as well as in day-to-day employment.

FOWG is also committed to creating a workplace that is free of harassment and bullying. Its approach to dealing with bullying and harassment is set out in section 2.1 of the Employee Handbook, and in the Volunteer Policy. Proven discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **4.2 Service Delivery**

FoWG aims to facilitate equal access to its products, services and other activities. We do this by removing barriers and making reasonable adjustments to our activities, services and products. FOWG aims to:

- ensure that this policy is reflected in our approach to designing and delivering our activities (regardless of whether they are income-generating)
- train our employees and volunteers to ensure that they are aware of, and able to provide an appropriate response to, EDI issues
- involve under-represented groups and ensure that their needs are taken into account
- build good EDI practice into our networking and outreach activities.

## **4.3 Volunteers**

FOWG recognises and values the wide and varied skills and talents our volunteers bring to the running of the organisation and to the delivery of its services and activities. We will ensure that the principles of this Policy extend to volunteers, with a particular focus on:

- Increasing and celebrating the diversity of our volunteer workforce, by encouraging applications from under-represented groups and the local community;
- Ensuring that all new volunteers are appropriately inducted and trained;
- Providing an enriching and inspiring experience where all volunteers are treated with dignity and respect at all times
- Making sure all volunteers feel included, can be themselves, and have a sense of belonging to FOWG.

## **4.4 Service users, suppliers and others**

FOWG will not discriminate unlawfully against those engaging in our activities or seeking to do so, and may request information from suppliers and partners as to how they incorporate or address EDI issues.

Anyone who experiences, or witnesses, discrimination, bullying or harassment is asked to report this in line with our Complaints Policy.

## **4.5 Monitoring and review**

Responsibility for the implementation and monitoring of this policy lies with the FOWG Board. This Policy will be monitored periodically to judge its effectiveness and will be updated in accordance with changes in the law and in the light of experience and feedback.

Any information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 2018.

## APPENDIX: Legislative Framework for Equality, Diversity and Inclusion

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaces previous anti-discrimination laws with a single Act, making the law easier to understand. The law provides protection against discrimination in the workplace and in public services, businesses and other organisations providing goods and services, membership of clubs and other associations, transport and local government

Where it is not specified in legislation (e.g. in relation to employment), it is the policy of FoWG to extend anti-discrimination rights to volunteers.

The Act states that it is unlawful to discriminate directly or indirectly in recruitment or employment because of a 'protected characteristic'. The Equality Act 2010 defines the nine protected characteristics as age, disability, sex, gender reassignment, pregnancy and maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. Discrimination after employment may also be unlawful, for example refusing to give a reference for a reason related to one of the protected characteristics.

It is also unlawful to discriminate against or harass a member of the public or service user in the provision of services or goods or to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for anyone with a protected characteristic to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede someone from accessing a service.

### Types of unlawful discrimination

- **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. However, discrimination may be lawful if there is an occupational requirement which is core to a job role and a proportionate means of achieving a legitimate aim.
- **Indirect discrimination** means putting in place, a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.
- **Harassment** is where there is unwanted behaviour related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity) which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- **Associative discrimination** is where the individual treated less favourably does not have a protected characteristic but is discriminated against because of their association with someone who does, e.g. the parent of a disabled child.
- **Perceptive discrimination** is where the individual discriminated against or harassed does not have a protected characteristic but they are perceived to have a protected characteristic.
- **Third-party harassment** occurs where an employee is harassed by third parties such as service users, due to a protected characteristic.
- **Victimisation** is treating someone unfavourably because they have taken some form of action relating to the Equality Act, ie because they have supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee

is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

- **Failure to make reasonable adjustments** is where a rule or policy or way of doing things has a worse impact on someone with a protected characteristic compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.