



## **Equality and Diversity Policy**

Corn Close Care Farm recognises that discrimination and victimisation is unacceptable and that it is in the interests of Corn Close Care Farm and its employees and volunteers to utilise the skills of the total workforce. It is the aim of Corn Close Care Farm to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Our aim is that, as far as possible, our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment and all of our volunteers.

All employees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our staff and volunteers will not discriminate directly or indirectly or harass visitors or their families/carers because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of Corn Close Care Farm's services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

### **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our staff and volunteers are recognised and valued.
- Every employee or volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and volunteers.

- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will keep all our employment practices and procedures under review to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by management.
- The policy will be monitored and reviewed annually, or more frequently, if necessary.

## **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the manager. The manager will ensure that she and her staff and volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. The manager will ensure that:

- all staff and volunteers are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained;
- The policy will be reviewed regularly to ensure that it is fit for purpose.

## **RESPONSIBILITIES OF STAFF AND VOLUNTEERS**

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers and the attitudes of staff and volunteers are crucial to the successful operation of fair employment practices. In particular, all members of staff and volunteers should:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the manager if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where a Corn Close Care Farm employee or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Corn Close Care Farm will not tolerate such actions against its staff or volunteers, and the employee or volunteer concerned should inform the manager at once that this has occurred. Corn Close Care Farm will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RIGHTS OF DISABLED PEOPLE**

Corn Close Care Farm attaches particular importance to the needs of disabled people.

Under the terms of this policy, Corn Close Care Farm will:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **EQUALITY TRAINING**

Any member of staff or volunteer who will be involved in recruitment will receive equality training.

Equality training will be provided regularly for Staff and volunteers.

Equality information is also included in induction programmes.

## **MONITORING**

Incidences of discrimination will be recorded and investigated, and appropriate action take if necessary. This will be recorded and records will be reviewed annually.

If monitoring shows that Corn Close Care Farm, or areas within it, are not representative, or that sections of our workforce are not progressing properly, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, and policies.

## **GRIEVANCES/DISCIPLINE**


Employees and volunteers have a right to pursue a complaint concerning discrimination or victimisation via our Complaints Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under our disciplinary procedures.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the manager.

Date of policy	20 <sup>th</sup> June 2021
Review date	19 <sup>th</sup> June 2022
Name	Cath Wilson

Signed	Cath Wilson, 
Position	Manger