



The Gardens Trust
70 Cowcross Street, London EC1M 6EJ
Phone: (+44/0) 207 608 2409
Email: enquiries@thegardenstrust.org

Equality, diversity, and inclusion policy

The Gardens Trust is committed to encouraging equality and diversity among our trustees, committee members, employees and volunteers (hereinafter referred to as 'staff') and eliminating unlawful discrimination.

We are committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion are valued and everyone is treated with dignity and respect.

Our aim is for our staff to be truly representative of all sections of society and for each member of staff to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The purpose of this policy is to record our commitment to:

- provide equal opportunities, as well as fairness and respect for all in our employment (whether temporary, part-time or full-time) and for all who volunteer with us;
- encourage diversity in the workplace, and actively promote a culture that is free of bullying and harassment, and values difference whilst eliminating discrimination;
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics (being age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation and together "**Protected Characteristics**");
- oppose and avoid all other forms of unlawful discrimination (including, but not limited to, in respect of pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities);
- wherever appropriate, provide training for Managers on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion;
- inform and/or provide regular training for all Staff about the contents of this policy and their rights and responsibilities (as set out in further detail below)

under it (and, where appropriate, after training, Staff may be required to confirm that they have read, understood and will comply with the policy);

- make opportunities for training, development and progress available to all Staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency and impact of the organisation;
- make decisions concerning Staff (including recruitment, promotion and other selection exercises) being based on merit against objective criteria that avoid discrimination (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010);
- review (and update) employment practices and procedures (including those around recruitment and promotion) when necessary to ensure fairness;
- advertise to a diverse section of the labour market, with adverts that avoid stereotyping or using language that may discourage particular groups from applying;
- not ask job applicants questions which might suggest an intention to discriminate on the grounds of a Protected Characteristic;
- consider what reasonable adjustments or support may be available to any employee or job applicant who is disabled or becomes disabled;
- monitor the make-up of the workforce at the Gardens Trust regarding information Protected Characteristics, in order to meet the aims and commitments set out in this policy;
- assess regularly how this policy, and any supporting action plan in place from time to time, are working in practice (with an annual review and, to the extent necessary, an action plan to address any issues);
- review (and update) this policy regularly, particularly to take account of any changes in the law.

This policy requires all Staff:

- to be responsible for conducting themselves in a manner that helps the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination;
- not to unlawfully discriminate against or harass other people, including current or former staff, job applicants, clients, members, customers, suppliers and visitors whether in the workplace or outside the workplace (when dealing with members or other customers, suppliers or other work related contacts or when wearing work-uniform or logos) or on work-related trips or events, including social events;
- to understand they, as well as the Gardens Trust (as their employer), can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public;
- to take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and

any others in the course of the Gardens Trust's work or activities (such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice);

This policy makes Staff aware:

- that sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence;
- that the Gardens Trust takes a strict approach to breaches of this policy and serious cases of deliberate discrimination and/or victimisation and/or harassment may amount to gross misconduct resulting in dismissal;
- that if they believe they have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, they can raise the matter by speaking to the Head of Operations and Strategy (HOS) or if the matter concerns the HOS by speaking to the Chairperson of the Board of Trustees. Complaints and reports will be treated in confidence and investigated as appropriate. We encourage the reporting of all types of potential discrimination as this assists us in ensuring that diversity, equality and inclusion principles are adhered to at the Gardens Trust.

Last Updated: 21 December 2023