



Equality, Diversity and Inclusion Policy

1. Policy Statement

Windmill Community gardens Margate (WCGM) seeks to provide safe welcoming outdoor space that is accessible to all. WCGM is committed to providing access for all people as volunteers and participants, throughout the range of its activities.

WCGM is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect. WCGM will support and develop staff through providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief.

This policy builds on the foundation of equality and anti-discrimination legislation and strives, not only to comply with legal requirements, but to use these to ensure that WCGM endeavours to exemplify best practice.

WCGM values diversity and recognises that the organisation is greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within its community and participants. WCGM aims to embrace diversity in all of its activities by inclusive practices and acknowledges that variety and difference are intrinsic to the success and future development of the organisation.

WCGM expects all employees, volunteers, participants and contractors to act in accordance with this Policy.

2. Policy Aim and Principles

The aim of this Policy is to build a fully inclusive organisation. This will be achieved by:

- Making the best use of the range of talent and experience available within the workforce and potential workforce
- Building a culture that encourages dialogue
- WCGM fulfilling its legal obligations

The principles of the diversity and equal opportunities policy are:

- to develop and promote a culture of diversity and equality throughout the organisation;
- to develop and promote a culture of fairness, integrity and dignity;
- to support all staff, regardless of race, national or ethnic origin, age, disability, gender, sexual orientation, gender reassignment, religion or belief;
- to prevent all forms of unlawful discrimination;
- to deal with all forms of discrimination consistently, promptly and effectively;
- to ensure that this Diversity, Equality and Inclusion Policy influences and informs the culture of WCGM



3. Legislative Framework

This Policy is underpinned by legislation, which places individual responsibilities on staff, this includes:

- Human Rights Act 1998
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Equality Act 2006
- Equality Act 2010

The above list is not exhaustive and will be reviewed regularly.

Under the above Equality legislation, it is unlawful to:

- discriminate directly against anyone and treat them less favourably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association);
- discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic;
- subject someone to harassment related to a relevant protected characteristic;
- victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination;
- discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The protected characteristics are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

4. Responsibilities

It is essential that all members of WCGM behave with dignity, courtesy and respect and to act in a non-discriminatory manner at all times.

WCGM

WCGM has a legal responsibility to demonstrate that it treats all groups of staff fairly in its employment practices. This includes promoting good relationships between different groups of staff and ensuring equality of opportunity.

In order to achieve this, WCGM undertakes to ensure that all job applicants, employees and participants in the range of the organisation's activities are treated equally and encouraged to develop and maximise



their true potential irrespective of gender, marital status, social class, religion, race, ethnic origin, disability, sexual orientation or age.

WCGM recognises discrimination as being a process of acting unfairly against an individual or group by exclusion, verbal comment, and denigration, failure to appreciate needs or the assumption of such needs without consultation.

To achieve this WCGM will:

- Gather information on the profile of our staff and our employment practices, such as recruitment;
- Consult employees about how our services and employment practices could be improved
- Assess the impact of current and proposed employment policies, practices and services
- The WCGM Board will monitor progress and support the implementation of the Policy.

Programme Manager

It is the responsibility of the Programme Manager to monitor effectiveness, develop, where necessary, this policy and make reports to the Board of Trustees.

In addition, the Programme Manager will:

- Investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly.
- Ensure that selection and appointment procedures, performance management processes, staff development opportunities and disciplinary and grievance processes are fairly and consistently applied to all staff.
- Treat all applications for flexible working patterns on a fair and equitable basis and will provide reasonable and objective reasons when such requests must be refused.
- Ensure that diversity and equality issues are considered as part of planning processes.

Employees

Legal responsibilities also extend to employees, and WCGM therefore expects all staff, contractors and agency staff to act in accordance with this Policy when delivering The Service's business.

- Staff are expected to treat colleagues and every participant fairly and with respect.
- All staff should deliver their work to the highest standard and that means adapting as much as possible to the specific needs of each individual service user and working in a supportive way with colleagues.
- Every member of staff is an essential member of a team and should feel able to develop their skills and play their part fully in the organisation.
- Staff should actively encourage non-discriminatory practices and challenge any incidences of behaviour that fail to comply with this policy.

5. Policy Review

This policy will be reviewed annually to ensure it remains in line with legislation.



Definitions

Equal Opportunities

Equal opportunities is a principle that emphasizes that opportunities in employment, education and other areas are available to all. Equal Opportunities in particular relates to a Legal Framework, which makes it illegal to discriminate against people because of a protected characteristic they have.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Inclusion

Inclusion relates to the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized and accounts for intersectionality in this respect

Intersectionality

Recognises the interconnected nature of protected characteristics and disadvantage regarded as creating overlapping and interdependent systems of discrimination or disadvantage.

Direct Discrimination

Direct discrimination occurs when an individual is treated less favourably than another because of a protected characteristic they have.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess the protected characteristic.

Indirect Discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied universally, but its effect disadvantages people who share a protected characteristic.

Harassment



Harassment is uninvited and unwanted behaviour related to a protected characteristic and makes a person feel intimidated or humiliated.

Victimisation

Victimisation is where someone is treated less favourably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.