



# EQUALITY, DIVERSITY & INCLUSION POLICY

## Contact details

[www.tircoed.org.uk/contact](http://www.tircoed.org.uk/contact)

01970 636909

**Tir Coed is committed to reviewing this policy every two years, or in the following circumstances:**

- changes in legislation and/or government guidance
- any other significant change or event
- when the board of trustees deem it necessary

***This policy incorporates and replaces the Equal Opportunities Policy adopted by Trustees: 25.04.2006, the most recent version of which was approved by the Trustees 27.11.2019.***

Current review date: <b>2<sup>nd</sup> February 2022</b>	
On behalf of the Board of Trustees	Signed: Position:
	Signed: Position:
Next scheduled review date: <b>February 2024</b>	

Our Policies are intended to supplement good judgement; their spirit should be respected as well as their wording.

# POLICY STATEMENT

### Acknowledgement

Tir Coed is committed to taking positive steps to promote and sustain equality, diversity and inclusion throughout our organisation, and to eliminate unlawful discrimination. We aim for our workforce (paid, volunteer, trainee) to be representative of all sections of society, and for everyone connected to the organisation to feel respected and able to give their best.

### The purpose of the policy:

- To provide equality, fairness and respect for all in our employment (whether temporary, part-time or full-time) and training opportunities
- To reinforce Tir Coed's principles and commitment to create a culture of fairness and respect; create working environments free of bullying, harassment, victimisation and unlawful discrimination; promote dignity and respect for all, and recognise and value individual differences and the contributions of all
- To oppose and avoid all forms of unlawful discrimination. This includes in 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.

### We recognise that:

- Certain characteristics are protected under Human Rights legislation, and the [Equality Act 2010](#): Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- The organisation, as well as individual staff, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, trainees, suppliers and the public
- Harassment, under the Protection from Harassment Act 1997 (not limited to circumstances where harassment relates to a protected characteristic) is a criminal offence. Harassment is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. You don't need to have previously objected to something for it to be unwanted
- Sexual harassment is unwanted behaviour of a sexual nature which violates your dignity; makes you feel intimidated, degraded or humiliated; creates a hostile or offensive environment. You don't need to have previously objected to someone's behaviour for it to be considered unwanted. Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations
- Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

### The policy applies to:

- All staff, trustees, freelance service providers and anyone working with or for Tir Coed.
- All processes and any dealings with any applicants, participants, trainees, volunteers, students, freelance service providers, funders, partners and suppliers.

Ultimately, it is the responsibility of the senior management to ensure that the Equality, Diversity & Inclusion Policy and associated procedures are appropriate and adhered to.

## **POLICY STATEMENT**

Tir Coed is a charity that connects people with land (Tir) and woods (Coed), delivering learning and wellbeing programmes outdoors across rural counties in mid and west Wales.

Our Mission is to unlock the potential of land and woods to provide community facilities, educational and health activities, and to create job opportunities for disadvantaged individuals in rural Wales, whilst aiming to make a positive lasting change.

### **Our Commitment:**

- To encourage equality, diversity and inclusion throughout the organisation.
- To take steps to ensure equality of opportunity in our service provision and workplace for staff and all who engage with us.
- To create working and delivery environments free of unlawful discrimination, bullying, harassment and victimisation, promoting dignity and respect for all and a culture in which individual differences and the contributions of all staff, volunteers and participants are recognised and valued. Any incidents or accusations contravening these principles will be dealt with under the organisation's Grievance and/or Disciplinary procedures and appropriate action taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- To share information with employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- We will make available opportunities for training, development and progress to all staff, who will be helped and encouraged to develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- We will make available the same opportunities to access training, development and progression to all volunteers and participants, who will be helped and encouraged to develop to their full potential
- Decisions concerning staff and trustee recruitment will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Decisions concerning volunteers and participants will be based on need (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- To fully adhere to our Recruitment Policy and associated procedures, which outline our attitudes and expectations to ensure fairness in this area.
- We will deliver training in equality, diversity and inclusion every two years
- We will make this policy available via our website, and signpost it to all staff, trustees, freelance service providers and trainees.

### Useful links / info

Equality Act 2010

[www.legislation.gov.uk/ukpga/2010/15/section/6](http://www.legislation.gov.uk/ukpga/2010/15/section/6)

Government guidance relating to the Equality Act 2010

[www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

Protection from Harassment Act 1997

[www.legislation.gov.uk/ukpga/1997/40/contents](http://www.legislation.gov.uk/ukpga/1997/40/contents)

The Tir Coed Equality, Diversity & Inclusion Policy Statement should be considered alongside the following associated document(s):

- Equality, Diversity & Inclusion Working Practice guidance

It is intended that consideration to equality, diversity and inclusion should be considered throughout all Tir Coed policies, however the following in particular include explicit references to defend protected characteristics, and/or where relevant eliminate bias (conscious / unconscious):

- Tir Coed Family Leave Policy
- Tir Coed Recruitment Policy

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## **Equality, Diversity & Inclusion Working Practice**

Separate Document

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## DEFINING DISCRIMINATION & HARASSMENT

### Direct discrimination

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when a particular individual is treated differently for example because of their age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation and where such treatment is less favourable than they would otherwise have received.

### Indirect discrimination

Some cases may not be so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

### Harassment

Harassment is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated (whether this was intended or not), it may interfere with performance, undermine job security or create a threatening or intimidating work environment. Harassment can happen on its own or alongside other forms of discrimination.

Unwanted behaviour could be:

- spoken or written words or abuse
- offensive emails, tweets or comments on social networking sites
- images and graffiti
- physical gestures or touching
- facial expressions
- jokes

Further information is available online:

[www.acas.org.uk/discrimination-bullying-and-harassment](http://www.acas.org.uk/discrimination-bullying-and-harassment)

## SERVICE DELIVERY

Tir Coed is a charity that connects people with land (Tir) and woods (Coed), delivering learning and wellbeing programmes outdoors across rural counties in mid and west Wales.

Our Mission is to unlock the potential of land and woods to provide community facilities, educational and health activities, and to create job opportunities for disadvantaged individuals in rural Wales, whilst aiming to make a positive lasting change.

In accordance with the Equality, Diversity & Inclusion policy statement, we will ensure that our services are appropriate and inclusive.

### Unfair discrimination

Whether direct or indirect, unfair discrimination on any grounds in the delivery of any of our services is unacceptable. We will ensure equality of opportunity in our service provision by:

- reviewing service provision in terms of its impact on equality;
- identifying areas where sections of the community are currently excluded from participating with Tir Coed;
- applying the principles of equality when determining Tir Coed's priorities;
- responding flexibly and imaginatively to requests for service;
- monitoring and reporting incidents where this policy has not been followed;
- working towards meeting the needs of the Disability Discrimination Act;
- ensuring access to all Tir Coed buildings and using accessible external venues whenever possible.

Service Providers and Service Users will be informed of Tir Coed's commitment to equality of opportunity and the existence of this policy.

### Reporting

It is the responsibility of each member of staff to report incidents of discrimination or harassment. Employees who believe they are being, or have been, discriminated against or harassed in any way should contact their line manager in the first instance, or, if their complaint relates to their line manager, they should contact the CEO or Chair of the Board of Trustees immediately.

Prompt action must be taken to stop harassment or discrimination as it is identified; including ensuring that offensive or potentially offensive material is not displayed in the workplace.

### Monitoring

We will monitor and review the accessibility and appropriateness of services to ensure they comply with the requirements of this policy.

We will monitor and review the steps taken to improve accessibility of staff and services to people with disabilities in consultation with relevant organisations.

We will to continue to ensure that all policy work incorporates an equalities perspective.

Where there is evidence that staff, service providers or service users are not being offered equality of opportunity, we will take immediate steps to examine our policies, procedures and criteria to establish whether certain individuals or groups are excluded, discouraged, or disadvantaged. Any concerns should be put forward at a team meeting in the first instance or privately to staff members' line manager.