

# Equality and Diversity Policy

## 1 Introduction

1.1 Church Farm and Aldenham Country Park wholeheartedly support the principle of equality and diversity in employment. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and a diverse pool of talent as possible to meet the wide-ranging needs of our visitors and people that we support.

## 2 Purpose

2.1 The purpose of this policy is to ensure that no unlawful direct or indirect discrimination occurs to job applicants, staff, volunteers, Co-Farmers, students or visitors based on a protected characteristic including their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origins), religion and belief (including lack of a religion), sex, and sexual orientation.

## 3 Scope

3.1 This policy will apply to all of Church Farm and Aldenham Country Park staff, Co-farmers' personal support staff, volunteers, Co-Farmers, students and visitors.

## 4 Principles

4.1 Church Farm and Aldenham Country Park are committed to promoting equality of opportunity for all their staff, volunteers, Co-Farmers, students and visitors. Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their experience at the Church Farm and Aldenham Country Park.

4.2 All conditions of service and job requirements for staff, volunteers, Co-Farmers and students should fit with the needs of the company and those who are in it, regardless of their protected characteristics including their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origins), religion and belief (including lack of a religion), sex, and sexual orientation. Essentially everyone who works for or with Church Farm and Aldenham Country Park, or applies to work, should be treated fairly and valued equally.

4.3 Church Farm and Aldenham Country Park aim to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.



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4.4 Church Farm and Aldenham Country Park aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to the performance of Church Farm and Aldenham Country Park and to develop an organisational culture that positively values diversity.

4.5 Church Farm and Aldenham Country Park are committed wherever practicable, to recruiting and maintaining a workforce that broadly reflects the local community in which they operate. Church Farm and Aldenham Country Park strive to be places where people want to work and be leaders in good employment practice. This policy is about building on the current legal framework through the establishment of good practice.

## 5 Legal Framework

5.1 The following equality and diversity acts aim to promote equality of opportunity and eliminate discrimination (all available on the W: drive):

- The Equality Act 2010
- Rehabilitation of Offenders Act 1974
- The Sex Discrimination Act (as amended) 1975
- The Human Rights Act 1998
- Part-time Workers Regulations 2000
- Fixed-term Employees Regulations 2002
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- The Gender Recognition Act 2004
- The Civil Partnership Act 2004
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations October 2006

5.2 The 'Equality Act' 2010 lists aspects of a person's identity that make them who they are. These are referred to as 'protected characteristics' and include a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origins), religion and belief (including lack of a religion), sex, and sexual orientation.

5.3 Direct discrimination involves an individual or group being treated less favourably than other individuals or groups because of a protected characteristic, for example, not interviewing an applicant for a job because they have a foreign-sounding name.

5.4 Direct discrimination also includes an individual or group being discriminated against because someone thinks they have a protected characteristic (discrimination by perception),



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or because they are connected to someone with a protected characteristic (discrimination by association). For example, treating a volunteer less favourably than other workers because there is a rumour that they are homosexual (discrimination by perception), or not giving a staff member opportunity for progression or promotion because they care for a disabled child (discrimination by association).

5.5 It is not considered direct discrimination if it is shown to be a proportionate means of achieving a legitimate aim, for example, not interviewing or employing anyone under the age of 18 for a job where they are required to approve the sale of alcohol in the pub or shop as staff must be over the age of 18 to comply with legal requirements.

5.6 Indirect discrimination involves provisions, criteria or practices being introduced to the workplace that are discriminatory in relation to an individual or group's protected characteristic. For example, introducing a rule that all shop staff must work on a Saturday when one of the staff members is a member of the Jewish faith, is indirect discrimination. Saturday is a religious day in the Jewish faith and this rule would mean that the staff member could not practise their religion.

5.7 It is not considered indirect discrimination if it is shown to be a proportionate means of achieving a legitimate aim, for example, introducing criteria that job applicants must hold a valid driving licence obtained in the UK or EU because the job requires them to drive farm vehicles.

## **6 Responsibilities of Church Farm and Aldenham Country Park Managing Director**

6.1 Whilst the overall responsibility for ensuring equality of opportunity and eliminating discrimination in employment rests with the Church Farm and Aldenham Country Park Managing Director, it is expected that all staff, volunteers, Co-Farmers, students and visitors accept personal responsibility for adhering to the spirit of this policy.

## **7 Responsibilities of Department Heads**

7.1 Department Heads will be required to make clear to staff, volunteers, Co-Farmers, students and visitors the implications of the law and of the Church Farm and Aldenham Country Park policy on equality and diversity. They will also be expected to promote equality of opportunity for all and assist with eliminating discrimination.

## **8 Responsibilities of Staff, Volunteers and Co-Farmers**

8.1 Staff, volunteers, Co-Farmers and students have a responsibility to co-operate with measures introduced by Church Farm and Aldenham Country Park and/or their Department Head to ensure equality of opportunity. They also have a responsibility to inform their Department Head if they suspect that any discrimination is taking place.



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## 9 Monitoring

9.1 The Department Heads will monitor the composition of their workforce by collecting relevant statistics relating to protected characteristics including their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origins), religion and belief (including lack of a religion), sex, and sexual orientation throughout the employment cycle.

9.2 The stages of the employment cycle are as follows:

- Recruitment and Selection
- Induction
- Training, Promotion and Career development
- Flexible working
- Employee Relations issues
- Resignation or termination

9.3 The Equal opportunities monitoring form which is to be attached to all job descriptions is attached as Appendix I to this policy.

9.4 Church Farm and Aldenham Country Park will investigate and take positive action where it is found that individuals or groups:

- do not apply for employment or promotion, or fewer than expected apply
- are not recruited or promoted at all or are appointed in a significantly lower proportion than their rate of application
- are concentrated in certain jobs/grades/departments and there appears to be a point beyond which they do not rise
- Are reporting similar concerns about an aspect of their employment.

## 10 Relationship to other policies

10.1 Any form of discrimination whether direct or indirect from staff, volunteers, Co-Farmers or students is unlawful and will be treated as an offence. Discrimination from staff will be dealt with under the Church Farm and Aldenham Country Park disciplinary procedure (see 'Sitewide Staff Disciplinary and Grievance Policy'). Discrimination from a volunteer could result in their placement at Church Farm and Aldenham Country Park being terminated (see 'Sitewide Volunteer Policy'). Discrimination from a Co-Farmer or student would be recorded as an incident and dealt with under the procedures described in the 'Rural Care Challenging Behaviour Policy'. All policies are available on the W: drive.



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10.2 If a member of staff, volunteer, Co-Farmer or student feels that they have been discriminated against, they need to inform their Department Head and make a complaint following the appropriate complaints procedure:

- Staff – ‘Sitewide Staff Disciplinary and Grievance Policy’
- Volunteers – ‘Sitewide Volunteer Policy’
- Co-Farmers and students – ‘Rural Care Compliments, Comments and Complaints Policy’
- All – ‘Sitewide Whistleblowing Policy’

If the complaint relates to their Department Head, it should be raised with Tim Waygood the Church Farm and Aldenham Country Park Managing Director.



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<b>Revision History</b>		
<b>Date</b>	<b>Details</b>	<b>Author</b>
June 2010	New Policy	Emma Lesurf
May 2012	Added standard header and table of contents for ease of use	Ann De Bock
May 2013	Taken out duplication of the law	Ann De Bock
May 2014	Reviewed	Ann De Bock
June 2015	Reviewed. Restructured some sentences.	Courtney Jackson (student nurse)
May 2016	Reviewed	Ann De Bock
February 2017	Policy review looked at The Equality Act 2010 which replace other acts	Lizinet Kamungere (Student Nurse) & Ann De Bock
June 2019	Policy Review	Jeremy Ruppensburg
June 2020	Reviewed and wording amended to apply sitewide to Church Farm and Aldenham Country Park. The title of 'manager' changed to 'Department Head' Information about discrimination added to legal framework section. Policy edited to incorporate information from Aldenham Country Park's Equal Opportunities Policy Information about complaints added to the other policies section	Annie Farrow
March 2022	Reviewed to add statement in start/induction pack	Ann De Bock
May 2022	Added reference to students	Annie Farrow
August 2022	Reviewed	Toni Fincham



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11.07.2023	Reviewed and term “service users” in point 1.1 replaced by “people that we support”. In point 3 (scope) added “Co-farmers’ personal support staff”	Rocío Abuín
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## Appendix I: Equality and Diversity Monitoring Form

This form will be detached from your application pack upon receipt.

### General Guidance

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Church Farm and Aldenham Country Park aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Church Farm and Aldenham Country Park’s ‘Sitewide Equality and Diversity Policy’ states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

Church Farm and Aldenham Country Park have a duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

### Personal Information

Full Name:											
Post Applied For:											
Date of Birth:	D	D	M	M	Y	Y	Y	Y	Age:		
Gender:	Female			Male				Other (please state)			

### Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British, and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific. Please identify your ethnic origin either by ticking ONE of the boxes below or by giving your own description.

<b>White</b>	<b>Black or Black British</b>
English, Northern Irish, British, Welsh, Scottish	Black Caribbean



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Irish		Black African	
Romany, Gypsy or Irish Traveller		Any other Black background*	
Any other white*			



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Mixed		Asian or Asian British	
White and Black Caribbean		Indian	
White and Black African		Pakistani	
White and Asian		Bangladeshi	
Other mixed background*		Other Asian background*	

Other Ethnic Group	
Chinese	
Arab	
Any Other*	
* Other, please state	
Prefer not to state	

### Sexual Orientation

Heterosexual		Lesbian		Gay		Bisexual	
Other, please state				Prefer not to state			

### Religion/Belief

Buddhist		Hindu		Jewish		Muslim	
None		Christian (all denominations)				Prefer not to state	
Atheist		Other Religion/Belief					

### Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

If you consider yourself to be disabled, please let us know. We would appreciate advice on help we can give to enable you to attend or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the 'Equality Act' 2010, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to have a disability? YES / NO

If YES, please describe your disability:



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If you need any assistance to attend or participate in the recruitment process, please give details:

I consent to the data on this form being retained and processed for statistical purposes to assist Church Farm and Aldenham Country Park in the monitoring of equal opportunities.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_



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## Appendix 2

### Useful Websites/Contacts

#### Acas National

Brandon House  
180 Borough High Street  
London SE1 1LW  
Web Site: [www.acas.org.uk](http://www.acas.org.uk)  
Helpline: 08457 47 47 47

#### The Commission for Racial Equality

St Dunstan's House  
201 - 211 Borough High Street  
London SE1 1GZ  
Web Site: [www.cre.gov.uk](http://www.cre.gov.uk)  
Tel. 01904 424134 or 07775 656608. Email.  
[cred@cre.org.uk](mailto:cred@cre.org.uk)

#### The Equal Opportunities Commission

Arndale House  
Arndale Centre  
Manchester M4 3EQ  
Web Site: [www.eoc.org.uk](http://www.eoc.org.uk)  
Helpline: 0845 604 6610

#### Acas Equality Direct Helpline

Tel: 08456 00 34 44  
Web Site: [www.acas.org.uk  
/services/equality\\_direct.html](http://www.acas.org.uk/services/equality_direct.html)

#### Human rights and Public Law Telephone Advice Line

Tel: 0808 808 4546  
To help employers with the recent Human Rights Act.  
Information Commissioner  
Wycliffe House  
Water Lane  
Cheshire SK9 5AF  
Web Site: [www.ico.gov.uk](http://www.ico.gov.uk)  
0303 123 1113. Our helpline is open from 9am to 5pm, Monday to Friday



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