



## Policy statement

We want everyone in our workplace to be valued, respected and treated fairly. Everyone needs to understand what is acceptable and unacceptable behaviour and that we will always take action to stop discrimination or harassment.

## Who is this policy for?

All members of staff.

## When does this policy apply?

To everyone in our workplace in their dealings with staff members, customers and third parties

## Included in this policy

- Why equality, diversity and inclusion are so important
- About behaviours and practices that are not acceptable
- How we put our commitment to quality, diversity and inclusion into practice
- Our responsibilities
- What happens if someone's behaviour goes against the policy.

## Why are equality, diversity and inclusion so important to us?

We really value the different perspectives and experiences of all members of staff. We are proud of our diverse workforce because every member of staff's unique viewpoint helps us to innovate and to understand and embrace different customer needs and wants.

That is why attracting and retaining the best members of staff from all parts of the community really matters to us.

The law protects individuals from discrimination and harassment in the workplace and this policy allows us to meet our legal obligations.

## What practices are unacceptable?

We will not accept or ignore unfair decisions, practices or requirements that qualify or exclude a member of staff from meeting essential employment requirements. We never discriminate on grounds including, but not limited to a person's age, race, colour, nationality, ethnic origin or community background, sex, gender reassignment, sexual orientation, family status, religion or belief, disability, marriage, civil partnership, pregnancy, maternity, paternity, carer

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responsibility, real or suspected living with HIV/AIDS, differing working patterns, political or religious affiliation. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary are treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

### **What behaviours are not acceptable?**

We want our workplace to be free from discrimination, harassment or bullying. We want it to be a place where everyone feels valued and respected. This means that we do not tolerate discrimination, harassment, bullying or victimisation by members of staff or managers against other staff members, managers, third party contractors or customers.

We must all treat each other with respect and avoid any form of harassment. Harassment means unwanted, unreasonable or offensive behaviour that makes people feel offended, humiliated, frightened or threatened.

### **What are my responsibilities?**

Everyone is responsible for supporting our commitment to diversity and fair treatment through our behaviour at work. We must all act respectfully and fairly in our dealings with others in our workplace.

### **What are manager's responsibilities?**

Managers must make sure that members of staff understand this policy and are behaving in an appropriate way. They should set a good example by treating everyone with dignity and respect.

### **What actions do we take as a business to make sure that our policy is being put into practice?**

Our specific commitments to equality, diversity and inclusion are:

- Deliver training to make sure that all members of staff understand this policy and behave in an appropriate way
- Making it possible for all staff members to achieve a balance between work and home commitments through flexible working
- Develop new services that meet the diverse needs of all of our customers
- Creating a workplace where people with different needs feel respected and valued
- Tracking our performance in recruiting and retaining a diverse mix of staff and take positive action to improve it where needed.

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**What happens if I think I am being discriminated against or I notice that someone else is?**

You should talk to your Manager straight away or if you do not feel able to speak to them choose another member of staff that you feel comfortable talking to.

We have a complaints policy to help resolve complaints quickly, confidentiality and if possible informally.

We take cases of discrimination and unfair treatment very seriously and they can lead to disciplinary action or dismissal.

We want to ensure that if a member of staff raises a complaint, we will deal with it fairly, independently and quickly and come to a conclusion.

Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

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