



Herefordshire Wildlife Trust

Equal Opportunities and Diversity Policy

- 1.1 The Equality Act 2010 provides the context and direction for the practices the Trust adopts for equality, diversity and inclusion. The Trust is committed to equality and diversity in all its activities and undertakings.
- 1.2 The Trust's principal asset is its membership, volunteers, Trustees and staff, and its supporters who visit its reserves and attend its events. This policy reflects the importance the Trust attaches to its personnel.
- 1.3 This policy is designed to cover the areas of staff employment, service delivery and volunteer involvement, public access to events and reserves, and to ensure that all Trust activities and policies pay proper attention to the issues contained herein.
- 1.4 The Trust aims to:
- eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between people who share a protected characteristic and people who do not share it;
 - foster good relations between people who share a protected characteristic and people who do not share it.
- 1.5 This policy covers the protected characteristics covered in the Act. These are:
- Race, colour, nationality, ethnic or national origin and
 - Gender, gender reassignment, and marital or civil partnership status;
 - Sexual orientation;
 - Age;
 - Religion or belief;
 - Disability (as defined in the Act as an impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities so may include physical disability, emotional disability or long-standing illness);
 - Pregnancy or maternity;
- 1.6 The Trust's policy is to offer equal opportunities to its personnel, members and non-members, visitors and users of services in the following work areas:
- (a) EMPLOYMENT OF STAFF AND ENGAGEMENT OF VOLUNTEERS**
- (i) Recruitment and employment decisions will be made on the basis of fair and objective criteria. The Trust's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving its objectives and for avoiding unlawful discrimination.
- (ii) The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.
- (iii) Person and job specifications will be limited to those requirements, which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of

employment decisions except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability.

- (iv) In accordance with recommended practice the ethnic and gender composition of staff and applicants for jobs may be monitored on an anonymous basis at all levels.
- (v) All staff have a right to equality of opportunity and a duty to implement this policy. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Trust's Grievance Procedure.

(b) ACCESS

- (i) The Trust will as far as is practical, given the statutory constraints imposed by the conservation status of the main Trust building, make reasonable adjustments to enable access for all dependant on restrictions of the premises concerned.
- (ii) When designing facilities and services at reserves or events, full consideration will be given to providing access and furniture to enable access for all, dependent upon the restrictions of the site concerned. When planning acquisition of reserves and provision of events, consideration will be given to the location of these in relation to potential visitors regardless of their status. Where appropriate other agencies will be encouraged to work to provide appropriate supporting services to help the Trust to make such provision.

(c) INFORMATION AND INTERPRETATION

Publications, interpretative facilities and internal communications will be in the media, language and format applicable to the audience. Where additional provision is required it will be provided subject to a proven need.

1.7 To implement this policy the Wildlife Trust will act as follows:

(a) MANAGEMENT AND MONITORING

The responsibility for implementing this policy will be with the whole organisation. The Administration Manager will be responsible for monitoring the policy and its implementation. The policy and actions will be subject to annual review. The activities will be made public through the established reporting mechanism. This policy will be considered and implemented in the context of other policies.

(b) IMPLEMENTATION

It will be the responsibility of all employees, Trustees, committee members and volunteers to be aware of and to implement this policy, which will be promoted to personnel as part of the induction process. It will be promoted to other interested parties through relevant published plans, strategies and other documents. It will be made available to enquirers on request.

This policy does not form part of any employee's contract of employment and we may amend it at any time.