



Equality and Diversity Policy

Date	Details	Author	Review by
Feb 2010	New policy	Vicky Wyer	
Dec 2012	Rewritten to include diversity	Vicky Wyer	
Nov 2013	Reviewed	Vicky Wyer	Nov 2016
Nov 2016	Reviewed	Vicky Wyer	Nov 2019
Nov 2019	Reviewed	Vicky Wyer	Nov 2022
Jun 2022	Reviewed	Adrian Stones	Nov 2025

1. Introduction

The Triangle Community Garden wholeheartedly supports the principle of equality and diversity in its constitution and operations. 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 interests of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

2. Purpose

The purpose of this policy is to prevent unlawful discrimination, whether direct or indirect, and to promote equality of opportunity through good policies and practices.

Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

3. Scope

This policy will apply to everyone while at/with Triangle Community Gardens: staff, volunteers, gardeners, trustees, tutors, contractors, hirers and visitors.

4. Principles

- 4.1. The Triangle Community Garden is committed to promoting equality of opportunity for all its staff, volunteers, gardeners, trustees and visitors. Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their engagement with Hitchin Community Gardens.
- 4.2. All conditions of service and job requirements should fit with the needs of the service and those who are in it, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion or belief, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or

trade union membership. Essentially everyone who works for or with Triangle Community Gardens, or applies to work, should be treated fairly and valued equally.

- 4.3. Triangle Community Garden aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and realise their true potential.
- 4.4. We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential, contributing fully to and using Triangle Community Garden.
- 4.5. We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate. Triangle Community Garden strives to be a place where people want to work, to be a leader in good employment practice. This policy is about building on the current legal framework through the establishment of good practice.
- 4.6. Triangle Community Garden will challenge discrimination in its own policies. It aims to provide equality and fairness for all including job applicants, employees (whether part-time, full time, fixed term or temporary), volunteers, gardeners, trustees and visitors irrespective of gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

5. Responsibilities:

- 5.1. Whilst the overall responsibility for ensuring equality of opportunity and eliminating discrimination in employment rests with Triangle Community Garden, it is required that all staff, volunteers, gardeners, trustees and visitors accept personal responsibility for adhering to the spirit of this policy.
- 5.2. Managers in particular will be required to make clear to staff, volunteers, gardeners, trustees and visitors, the implications of this policy and of the law in this respect. They will also be expected to promote equality of opportunity for all and assist with eliminating discrimination, by challenging potential breaches and promoting the application of this policy.
- 5.3. Staff, volunteers, gardeners, trustees and visitors have a responsibility to cooperate with measures introduced by Triangle Community Garden to ensure equality of opportunity. They also have a responsibility to inform management or trustees if they suspect that any discrimination is taking place.

6. Monitoring

- 6.1. Triangle Community Garden will monitor the composition of its workforce by collecting relevant statistics relating to ethnicity, sex, age, disability, sexual orientation and religion throughout the employment cycle from recruitment to retirement.
- 6.2. Triangle Community Garden will investigate and take appropriate action where it is found that individuals and particular 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.
- 6.3. Any form of discrimination or harassment is unlawful and will be treated as a disciplinary offence. This will be dealt with under Triangle Community Garden's disciplinary procedure.

7. The law

This policy will be implemented within the framework of the relevant current legislation.

8. Publication

- This policy will be available at Ransom's Pavilion, and on the Triangle Garden website: www.trianglegarden.org. It is available on request in hard copy – please email liz@trianglegarden.org or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard, Hitchin SG5 1HR.
- Current and new members of staff, volunteers, gardeners, trustees, tutors, hirers and contractors will be made aware of its existence and any revisions made.