

Policy for Equality, Diversity, Inclusion and Belonging at Dunnet Forestry Trust

Statement of purpose

Dunnet Forestry Trust is committed to supporting equity, equality, diversity, inclusion and a feeling of belonging in our workforce. The purpose of this policy is to:

- prevent and protect against unlawful discrimination and bullying and harassment.
- to foster a positive working environment where individual differences and contributions of all team members are recognised and valued.
- foster a workplace culture that reflects our values and promotes the well-being of all team members.

The aim is for our workforce to be diverse, and for employees (PAYE), temporary workers, volunteers and members of our board of trustees to feel respected, valued and able to give their best. The above people are referred to collectively as our 'team members' and our 'workforce' throughout this policy.

We are committed to:

- supporting a diverse and inclusive culture, free from bullying, harassment, and unfair discrimination, where everyone can thrive.
- upholding an organisational culture where everyone feels a personal responsibility for equity, equality, diversity, inclusion and belonging.
- providing equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- protecting our workforce against 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.

Equity and equality at Dunnet Forestry Trust

(Please refer to the Notes section at the end of this policy for an explanation of equity and equality)

We interpret equality of opportunity in the most inclusive sense, embracing non-discrimination based on: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the protected characteristics), economic status, health status, parenting/caring responsibilities, part-time/full-time status, political or trade union interest or activity and social background.

We are committed to the eradication of all forms of discrimination and prejudice faced by individuals and groups and to the proactive development and implementation of policies and practices, which promote equity and equality of opportunity. We recognise the direct and indirect, the institutional and the individual causes and effects of discrimination. We also recognise the need to address these through both the fulfilment of our legal obligations, the promotion of good practice and through providing a supportive working culture. This is to ensure that the structures, attitudes, and behaviours which cause and perpetuate prejudice and discrimination are challenged and dismantled.

We aim to provide equality of opportunity to all in respect of employment, advancement and development, on the basis of a person's skills, knowledge, experience and potential. We will do this by promoting a culture that values differences and rewards performance based on merit and by working to remove barriers to recruitment and advancement.

Diversity, inclusion and belonging at Dunnet Forestry Trust

We will work to:

- Offer flexible working opportunities from day one of employment.
- Encourage diversity at all levels of our organisation.
- Promote inclusion as a core value, respecting and valuing diverse perspectives and experiences.
- Create an environment where individuals feel safe, respected, and valued.
- Recognise and celebrate individual and group achievements.
- Ensure facilities and digital resources are accessible to all, including those with disabilities or long-term health conditions.
- Make reasonable adjustments, raise awareness that reasonable adjustments are available on request.

Responsibilities

Equity, equality, diversity, inclusion and belonging will not be achieved solely because of the legislation and policy statements. Every team member has a responsibility to treat their colleagues and service users with dignity and respect and to challenge negative behaviours.

Managers/directors are responsible for ensuring team members are aware of and work within the requirements and values of this policy. These responsibilities include:

- Ensuring team members know that discrimination, both direct and indirect and harassment will not be tolerated at work, at events and other workplace events, including social events, and will be dealt with as a disciplinary matter.
- Challenging, reporting and investigating discriminatory and harassing behaviours.

- Ensuring that equal opportunities policies are followed in the workplace and in recruitment.
- Living our values and setting a good example to team members.

We will work together to ensure that no member of staff is bullied, harassed or discriminated against during their employment including in their work with service users, contractors and members of the public.

If a team member feels they have been bullied, harassed, or discriminated against they should inform their manager or someone else they trust that can help. If the complaint is against a manager, team members should inform a member of the board of directors.

Employment

We are committed to equity and equality for current and potential team members:

- We will not tolerate direct or indirect discrimination from any team member and will take action against those who discriminate.
- We will act within all current legislation, not only in the letter of the law but also within the spirit of the law.
- We will ensure that all our policies relating to team members comply with equality of opportunity principles.

Learning and development

All employees (PAYE) are entitled to the same access to training and development.

Monitoring and reviewing

Any breach of the policy by an employee (PAYE), trustee or volunteer will be considered a serious matter and the case for disciplinary proceedings will be considered automatically. Complaints should be submitted to your manager/contact person and will be dealt with by the board of directors. Complaints received from other organisations or members of the public will be dealt with in the same way.

Notes

Equity and equality of opportunity

Being clear on the distinction between equity and equality is important. While both terms aim to promote fairness, they address different aspects of creating a supportive and accessible environment for all staff.

What is equality in the workplace?

Equality focuses on treating everyone the same, providing equal opportunities and resources to all staff (and potential staff in our recruitment processes), irrespective of their unique needs or circumstances.

What is equity in the workplace?

Equity recognises that individuals have different needs and circumstances. It involves distributing resources and opportunities in a way that accounts for these differences, ensuring that everyone has a fair chance to succeed. In a workplace setting, equity may involve tailoring support, accommodations, or resources to address specific challenges that employees may face.

"Equality is giving everyone a shoe. Equity is giving everyone a shoe that fits."

By understanding and embracing both concepts, we can create a workplace that values diversity, fosters inclusivity, and empowers every staff member to reach their full potential. Our commitment to equity and equality aligns with our mission to build a workplace culture that reflects our values and promotes the well-being of all team members.