

8. Equality, diversity and inclusion policy

Froglife is committed to encouraging equality, diversity and inclusion among our staff and volunteers, and eliminating unlawful discrimination.

The aim is for our staff to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

The organisation is committed to preventing unlawful discrimination of the public through our work.

OUR POLICY'S PURPOSE

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, as well as volunteers.

2. Ensure we do not unlawfully discriminate, with particular reference to the Equality Act 2010 and the 'protected characteristics' of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid 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
- selection for employment, promotion, training or other developmental opportunities

OUR COMMITMENTS

Froglife commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, suppliers, project participants, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the Equality, Diversity and Inclusion policy is working in practice for staff and Trustees, reviewing it regularly, making an annual report to Trustees, and considering and taking action to address any issues.

GENDER IDENTIFICATION PRONOUNS

In line with Froglife's Equality Diversity and Inclusion Policy and to ensure that all of Froglife's staff, trustees, volunteers and clients are treated equally, Froglife recognises that some individuals may wish to declare their preference for the manner in which they are to be addressed (Gender Identification Pronouns). When an individual does express a preference it is the responsibility of everyone that has any involvement with Froglife to ensure that when referring to that individual the correct Gender Identification Pronoun is used. This includes all forms of written or verbal communications including digital platforms.

All Froglife staff and volunteers have the right to declare their preferred Gender Identification Pronoun on all correspondence and digital platforms such as email and letterhead signatures, zoom, teams etc.

AGREEMENT TO FOLLOW THIS POLICY

The Equality, Diversity and Inclusion policy is fully supported by senior management, Trustees and staff.

OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Froglife Staff Handbook.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.