



HILLFIELDS COMMUNITY GARDEN (Hillfields Community Garden)

Statement of intent on equality, equity, diversity and inclusion 2024

Date adopted: November 2024

Date for review: February 2026

1. Introduction

The Equality 2010 consolidates all the previous acts of parliament that dealt with discrimination. This document and the principles set out here apply to all management committee members, staff, volunteers, service users, beneficiaries, and volunteers, all of whom will be expected to assist in actively implementing it.

2. Statement of Intent:

Hillfields Community Garden in its capacity as an employer and a service provider is determined to make all efforts to prevent discrimination or unfair treatment against any of its staff, potential staff, volunteers, Trust Board members, members, individuals/service users.

All staff will be treated fairly and with respect.

Hillfields Community Garden is committed to encouraging equality, diversity and inclusion across all areas of our work to eliminate unlawful discrimination. The aim is for our staff and volunteers to be truly representative of all sections of society and individuals/service users, and for all staff and volunteers to feel respected and able to give their best.

3. Vision

Hillfields Community Garden shares an ambition to create fairer, safer, accessible and inclusive spaces in Hillfields where everyone feels they belong, has a voice and an equal opportunity to succeed and thrive. The principles of equality, equity, diversity and inclusion (EEDI) are central to our values, as we build trust and act with integrity and ensure high standards.

Our ambitions are to:

Be flexible and reflective - We are adaptable and we listen to our community. The design and delivery of our activities are informed and meaningful. We make time to support those who need it to engage in our work.

We will achieve this ambition by creating supportive spaces where people can grow and learn and grow a sense of community done in a way that reduces barriers to inclusion for different parts of the community we serve.

In short, we embed EEDI principles and best practices in all we do.

We believe that an organisation made up of a diverse mix of people working in an inclusive culture is stronger and more resilient. We are committed to taking concerted, long-term action to build an inclusive environment where opportunities are open to all, diversity is valued, and where everybody can reach their full potential

without fear of harassment, prejudice or discrimination.

Everybody at Hillfields Community Garden has a responsibility for making our spaces inclusive where everyone feels welcome and are able to be themselves. This document sets out how we will achieve that.

4. Equality and Diversity Statement

Hillfields Community Garden recognises that many people and groups suffer discrimination and victimisation and barriers to reaching their full potential. Hillfields Community Garden knows that this is unacceptable and takes active/positive steps to ensure that staff/future staff, volunteers, service user/individual or hirer receives less favourable facilities or treatment (either directly or indirectly).

Hillfields Community Garden will take positive steps, called equity, to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which may or does put people at a disadvantage for reasons not directly related to their eligibility.

Hillfields Community Garden also recognises that people may experience discrimination for additional social and economic and educational reasons such as language, health, caring responsibilities, where they live/work, how they look or speak. This Statement will equally apply to all these circumstances.

5. Responsibility

The Board of Trustees has ultimate responsibility for compliance with the legal elements of the equality and diversity policy for Hillfields Community Garden. It is the responsibility of Hillfields Community Garden senior staff to implement, monitor and evaluate this intent and policy in terms of employment practice, volunteer coordination, service delivery and changes in legislation. Hillfields Community Garden senior staff are also responsible for keeping the Trust Board updated on the policies implementation and the implications of any decisions on equality and diversity issues.

It is the responsibility of staff and volunteers to report any discrimination that they become aware of.

1. We will create an environment in which individual differences and the contributions of all our staff and volunteers are recognised and valued
2. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this Statement is to provide equity, equality and fairness for all in our delivery and employment
3. All staff and volunteers will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. Further details for future staff are set in **Hillfields Community Gardens Staff Recruitment Policy**
4. Our aim is that our workforce will be truly representative of all sections of society and each staff member feels respected and able to give their best

5. All staff are entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
6. Our staff and volunteers will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the organisation's goods and services
7. This Statement and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies
8. Monitor and review this Statement annually

6. Staffing, employment and training

Our **Staff Recruitment Policy** details how employment practices and procedures are managed and renewed where necessary to ensure fairness, and also update them and this Statement to take account of changes in the law to ensure the highest level of equality and fair access to opportunities in Hillfields Community Garden. Hillfields Community Garden is committed to only making decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

All staff will be encouraged to sign up for an ACAS account [<https://elearning.acas.org.uk/login/signup.php>] and enrol on the following course [<https://elearning.acas.org.uk/course/view.php?id=270>] titled **Equality, Diversity and Inclusion**.

7. Responsibilities

Trust Board members and senior staff will be responsible for ensuring the effective implementation and operation of the charity, ensuring that staff and volunteers operate within this Statement, and that all reasonable and practical steps are taken to avoid discrimination. Hillfields Community Garden will ensure that:

- All staff are aware of the Statement, the arrangements, and the reasons for the Statement.
- Grievances concerning discrimination are addressed promptly, fairly, and in accordance with **Hillfields Community Garden's complaints procedure**.
- Proper records are maintained.
- Volunteers receive support to ensure they are aware of our statement.
- Equity, accessibility, and fair use of our activities, operations, and services are upheld in line with this statement.

We encourage other providers, partners, organisations, and users of our assets to promote and adhere to these principles, ensuring a collaborative effort toward a discrimination-free environment. Hillfields Community Garden will take pro-active steps in ensuring this and will be an active anti-racist organisation.

Staff will be responsible for ensuring that there is no unlawful discrimination in the work of Hillfields Community Garden. The attitude and environment set by staff are crucial to the successful operation of fair employment practices. In particular, all staff should:

- comply with the Statement and arrangements

- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- inform their manager if they become aware of any discriminatory practice

8. Third Parties

Third-party harassment occurs where an organisation employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Hillfields Community Garden will not tolerate such actions against its staff, and the employee concerned should inform their manager at once that this has occurred. Hillfields Community Garden will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

We will also not tolerate any form of discrimination from contractors and third parties that we engage as part of our charitable work. This will also relate to self-employed associates and any networks we are part of.

9. Related policies and arrangements

All of Hillfields Community Gardens Policies for managing, working with and recruiting staff have a bearing on equality, diversity and inclusion. **Staff, Staff Conduct, Staff Recruitment Policies** and arrangements will be reviewed regularly and updated in line with current day thinking and any discriminatory elements removed.

10. Rights of disabled people

Hillfields Community Garden attaches particular importance to the needs of disabled people. Under the terms of this Statement, Trust Board Members and Senior Staff are required to:

- make reasonable adjustments to maintain the services of a staff member who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: Senior Staff are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job. This is further explained in our **Staff Recruitment Policy**.

11. Monitoring and Evaluation

Hillfields Community Garden will regularly evaluate its services and the effectiveness of its equality and diversity Statement by a variety of means.

Monitoring may be carried out to provide data for evaluation. For example Hillfields Community Garden may ask individuals/service users, hirers, job applicants, members, trustees and volunteers for information about ethnic origin, disability age or other personal information. This information will be collected, stored, transported and used in accordance with our **Data Protection and Information Policy**. Monitoring Information collected will be

stored securely, aggregated and anonymised in line with our **Privacy Policy**. Data will be used to benchmark the charity against its own statement of intent for EEDI, to allow 360 review of our delivery, services, staffing and management to look for renewed ways of working.

12. Problem Solving and Complaints

Staff and volunteers have a right to pursue a complaint concerning discrimination or victimisation through **Hillfields Community Gardens Problem Solving and Complaints Policy and Procedure**.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under **Hillfields Community Gardens Disciplinary Procedure**.

Hillfields Community Garden takes seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff, volunteers, customers, service users, suppliers, visitors, the public and any others in the course of the organisation's work activities. Hillfields Community Garden endeavours to meet the needs of individuals/service users providing facilities, events and activities, which will enable them to participate.

Hillfields Community Gardens Complaints Procedure will be prominently displayed and will provide the route through which users/beneficiaries and others can pursue problems or issues.

Hillfields Community Garden staff and volunteers understand they, as well as Hillfields Community Garden, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow staff members, volunteers, individuals/service users, suppliers and the public.

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.

Date of Change:	Changed By:	Comments:
June 2024	S.Rogers	Added elements of best practice and staff and volunteer roles and responsibilities
December 2024	S.Rogers	Added in reference to Equality Act and information about staff training

Hillfields Community Garden

Registered Charity number: 1204254

Registered Address: Hillfields Park Community Centre, Thickett Ave, Hillfields, Bristol, BS16 4EH

Website: www.hillfieldscommunitygarden.co.uk/

Glossary of terms used in this policy

Equity

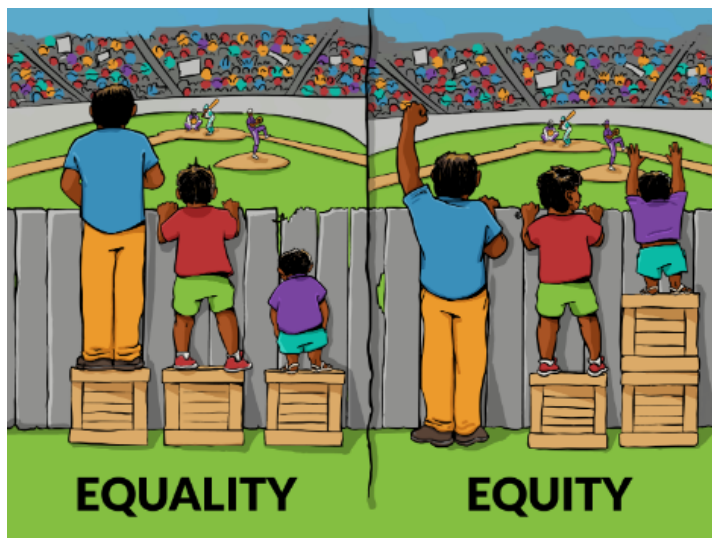
The quality of being fair and impartial.

Equality

The state of being equal, especially in status, rights, or opportunities.

Protected characteristic - detailed in the Equality Act 2010:

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



Equalities Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>