



## South London Botanical Institute

### Equality and Diversity Policy (version 11.7.22)

#### 1 General Statement

The SLBI is committed to embracing diversity in all its work, welcoming people from all backgrounds and actively aiming to increase participation of people from marginalised backgrounds and other sectors of society currently under-represented.

The SLBI recognises that all people in society can be discriminated against on numerous different grounds and is committed to eliminating all forms of discrimination in its day-to-day activities, policies and practices. In line with the Equality Act of 2010, it recognises that it is against the law to discriminate against anyone because of the following 'protected characteristics':

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation\*

As well as protecting the above characteristics the SLBI will go beyond this and a) positively encourage people from marginalised backgrounds and other under-represented sectors, and b) avoid discrimination on other grounds not legally protected, e.g. politics, illness and lifestyle choices.

The responsibility for ensuring equality and diversity among potential and actual users, members, staff, volunteers, trustees and event leaders rests ultimately with the Trustee Board. Members of staff and volunteers are responsible for the implementation of the policy, its observance, monitoring it on a day-to-day basis and reporting on its operation to the Trustee Board.

#### 2 Encouraging diversity and combatting discrimination

Recognising that passive policies will not achieve change, the SLBI will, through regular monitoring of policies and practice, take active steps to encourage diversity and combat discrimination in the following areas:

**2.1 Information provision:** Staff, volunteers, members and the public must have easy access to information about the SLBI's services and activities, which may involve making

materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type.

**2.2 Activity programming:** The SLBI will ensure that it programmes a wide range of plant-related educational activities, using techniques for a variety of learning styles, on a diverse range of topics and led by people of different ages and backgrounds, so that a wide range of people will feel attracted to participate.

**2.3 Recruitment and selection:** The SLBI aims to receive the widest response to employment and volunteering vacancies. All vacancies will be advertised, at a minimum on the SLBI's website. The range of media and publications chosen will attempt to reflect the aim of reaching all sections of society. Information sent to potential applicants will include the job description, a person specification and details of this Equality and Diversity Policy. It will be standard practice to supply information in large print when requested – this will be noted in advertisements. All applicants will be assessed equally.

**2.4 Terms and Conditions:** The SLBI will endeavour to ensure that staff are not discriminated against through the terms and conditions under which they are employed. Furthermore, the SLBI recognises that from time to time family and social circumstances may change and consequently that staff may need to change their conditions of work. The SLBI will attempt, where circumstances and resources permit, to accommodate the needs of those staff, on an equal basis with others where appropriate.

**2.5 Volunteering:** The SLBI aims to work with volunteers from all sections of society and will endeavour to ensure that volunteers from marginalised sectors and under-represented groups are actively encouraged to apply. It will also ensure that volunteers are not discriminated against through the arrangements for them to carry out their SLBI work.

**2.6 Training and Support:** The SLBI recognises that training is an important factor in job achievement and opportunity. Induction training will be made available to all new staff and volunteers. When other needs are identified, every effort will be made to ensure that training is provided. Staff and volunteers are entitled to support from trustees and colleagues.

**2.7 Access:** The SLBI will work wherever possible to provide access to its building, garden and activities to people who have disabilities, illness or are frail. However, we recognise that we are operating in an old building with some limitations for wheelchair access which will take time and money to overcome fully.

**2.8 Monitoring:** Regular monitoring and reviews of all policies and procedures will take place, to check their effectiveness. Staff will be required to report the results of such monitoring to the Trustees annually and to recommend such amendments as are needed to ensure that the Equality and Diversity policy is effective at all levels of the organisation.

**2.9 Complaints:** It is recognised that there may from time to time be complaints from the public against members of staff or the organisation. The Complaints Handling Policy should be referred to in such cases and will be clearly publicised on the SLBI's website.

Signed on behalf of SLBI Trustees:

Name: Michael Clarke

Date: 30.8.22

Date for review: 11.7.23

*\*Whilst we recognise that the language and definitions around diversity are constantly evolving, we are here using the most up-to-date legal wording.*