



SURREY DOCKS FARM

EQUALITY, DIVERSITY & INCLUSION POLICY

Reviewed by: Gemma Hooper, Farm Manager 01/04/2026 - No further changes

Approved by: Management Committee 06/12/2022

Signed: *G. Hooper*



1. POLICY OVERVIEW

This policy applies to all staff, volunteers, management committee members, participants and the general public – who will be referred to as ‘Farm members’.

Aim of Policy

Surrey Docks Farm recognises that certain groups in society suffer discrimination and may be denied equality of opportunity. The Farm makes a positive commitment to opposing all forms of discrimination within the organisation and will actively work towards promoting equality of opportunity for all. Surrey Docks Farm aims for ‘Farm members’ to be representative of all sections of society and for each person to feel respected and able to give their best.

Surrey Docks Farm commits to:

- **encouraging equality** - equal job opportunities and fairness for employees and job applicants in the workplace
- **minimising the risk of discrimination** against employees because of one or more of the nine protected characteristics under the Equality Act
- **promoting diversity** - by valuing differences between ‘Farm members’ and celebrating everyone’s skills and talents
- **managing fairly** the need for different working patterns, including flexible working, in a 24/7 world where Britain’s working population is becoming ever-more diverse.

Surrey Docks Farm undertakes to review and adapt its policies, working practices and service delivery continuously in furtherance of this aim.

Legislation

This policy has been developed using existing legislations, including:

- Equalities Act (2010)
- Sex Discrimination Act (1975 and amendment 1986)
- Disability Discrimination Act (1995)
- Human Rights Act (1988)
- Protection From Harassment Act (1997)
- Employment Relations Act (1999)
- Equal Pay Act (1970) and National Minimum Wage Act (1998)
- Employment Rights Act (1996)
- Maternity & Parental Leave Regulations (1998 and 2002)
- Data Protection Act (1998)
- Health & Safety at Work Act (1974)



1. PROTECTED CHARACTERISTICS

Under the Equality Act (2010) it is unlawful to discriminate against people at work because of nine areas termed in the legislation as protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

In the Equality Act, no one protected characteristic has a higher priority than any other.

Discrimination claims can be made on the grounds of:

1. a single protected characteristic - *for example, because an employee is female*
2. a number of single, but unrelated, characteristics - *for example because an employee is female and also because she is of a particular age (in these situations, each characteristic would be considered separately).*

2. TYPES OF DISCRIMINATION

In the Equality Act (2010), these are some of the types of discrimination mentioned:

Direct Discrimination

Direct Discrimination occurs when someone is treated less favourably than another person because they possess one or more of the protected characteristics.

You do not have to have a protected characteristic to be discriminated against. If someone believes you have a characteristic and treats you less favourably because of it, this is perceptive discrimination.

Example: Dismissing someone because of a protected characteristic, denying them training or promotion or deciding not to employ them or take them on as a volunteer.

Indirect Discrimination

This occurs when an organisation's practices, policies, rules or procedures apply to everyone but it has a worse effect on some people than others and can result in them being put at a disadvantage.

Example: Failing to provide religiously appropriate food when catering for young people.

Harassment

This is any repeated, intentional behaviour directed at an employee that is intended to degrade, humiliate, embarrass, or otherwise undermine their performance. It can come from any member of an organisation at any level.



Victimisation

Victimisation is a type of harassment and also a type of bullying. It can also occur when someone is treated badly because they have made a complaint or supported someone else making a complaint.

Example: *When a young person is made to look or feel silly, or an employee is not allowed to have training available to everyone else.*

3. TYPES OF HARASSMENT

Psychological harassment

This is humiliating or abusing a person that can lower their self-esteem and caused them torment. This can be in the form of verbal comments, actions or gestures

Racial harassment

This is harassment suffered by individuals or groups because of their colour, race, nationality, or ethnic or national origins. The harassment may be verbal or physical and can also include attacks on property'.

Sexual harassment

Sexual harassment is one of the more commonly recognised forms of harassing behaviour. This kind of harassing behaviour may consist of sexual language, threats, or gestures, although when touching is involved, this is sexual assault.

4. IMPLEMENTATION OF THE POLICY

Surrey Docks Farm aims to be a fully inclusive organisation that actively challenges prejudice and discrimination through training and raising awareness of certain issues. Surrey Docks Farm will commit to the following key actions:

- Encourage equality and diversity in the workplace as they are good practice, align with our organisation values and make good business sense
- 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 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 'Farm members'

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by 'Farm members' and any others in the course of Surrey Docks Farm's activities
Such acts will be dealt with as misconduct under Surrey Docks Farm's grievance and/or disciplinary procedures, and any 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
- Whenever possible 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
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- 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

5. RESPONSIBILITY & REVIEW

This policy is mandatory and binding on all people employed by or volunteering for Surrey Docks Farm or using the organisation's services.

The Farm Manager will be ultimately responsible for the adoption of this policy as part of the induction stage for new staff, management committee and volunteers.

The Youth Workers and Youth Committee are responsible for ensuring all young people engaged at the Farm are informed and aware of their role. Each new Youth Committee will review the Equal Opportunities statement, discuss and amend to keep this a lived document. (See appendix).

Surrey Docks Farm will monitor the services, employment and volunteering opportunities, publicity and events provided by the organisation, to ensure that they are accessible to all sections of the population and do not discriminate, and will take active steps to ensure that participation is representative.



Surrey Docks Farm is committed to establishing, implementing and reviewing this policy annually. Effective record keeping and monitoring, and acting on information gathered, in order to measure effectiveness and plan progress.

6. GRIEVANCES & COMPLAINTS

Any grievances and complaints will be taken seriously and will be investigated thoroughly by Surrey Docks Farm. There will be appropriate action taken where necessary with the first point of call being the Farm Manager. If the grievance is against the Farm Manager, the Management Committee will oversee the complaint.

Farm Manager: Gemma Hooper 07309 730 531 manager@surreydocksfarm.org.uk

Chair of Management Committee: Brett Bennett-Smith chair@surreydocksfarm.org.uk

7. FURTHER INFORMATION

<https://www.gov.uk/workplace-bullying-and-harassment>

<https://www.citizensadvice.org.uk/work/discrimination-at-work/common-situations/discrimination-at-work-bullying-and-harassment/>

<http://www.acas.org.uk/index.aspx?articleid=797>



APPENDIX 1 – EQUALITY IN OUR PROJECTS

Surrey Docks Farm aims to offer something for the whole community whether as volunteers, project participants and/or visitors. We work to make the Farm and all its activities accessible, inclusive and welcoming to all. Below are examples of how we achieve this:

1. Surrey Docks Farm is **accessible** to all.
 - *Visitors are able to enter and enjoy the site for free*
 - *We ensure the Farm site is fully accessible*
 - *We apply for grant funding to enable free or low cost activities*
2. Surrey Docks Farm values **cultural diversity**, which makes our organisation richer and brings a mix of ideas and talents.
 - *We monitor who is currently engaging and target recruitment and promotion to those under represented*
 - *We establish new projects to reach those previously unable to engage, for example:*
 - o *Hosting ESOL classes in partnership with Southwark Day Centre for Asylum Seekers*
 - o *Establishing drop-in volunteer sessions on weekends and early evenings to enable those working full time to attend*
3. Surrey Docks Farm actively encourages **participation** in the development of projects and the direction of the organisation.
 - *We ensure all projects are participant led and individuals are given choices and their ideas are heard and acted on*
 - *Participants are consulted when developing new projects, for example the Youth Committee and livestock volunteers were engaged in the design of the new ferret house!*
 - *Our Youth Committee is made up of young people across all the projects who act as a voice for their peers and meet with the Management Committee*
 - *A cross-section of local people make up our Provident Society that votes on the direction of the organisation and elects our Management Committee*
4. Surrey Docks Farm aims to address **equality of opportunity** to employment and training opportunities.
 - *We offer work experience placements to support young people to gain employability skills*
 - *Our young people and adult students with learning disabilities complete AQA Unit Award Modules to demonstrate their knowledge and practical skills*
 - *We enable young people to progress in paid Apprenticeships gaining diplomas in their relevant field*
5. Surrey Docks Farm aims to create an **inclusive community** environment where people connect, learn and develop positive relationships
 - *The Farm is a well-established and trusted organisation that has been running for over 50 years*
 - *We offer progression routes to engage in tailored activities from toddlers right up to adulthood*
 - *We encourage collaboration and teamwork across projects, for example at our Farm Fairs where the whole Farm team works together to deliver an event for local people*
6. Surrey Docks Farm works to **reduce disadvantage** by actively engaging those in need or at risk of exclusion
 - *We identify those in need through council and London-wide research and target outreach accordingly*
 - *We partnered with Southwark Youth Offending Service to offer a weekly carpentry session at the Farm for young people to complete positive reparation*
 - *We've also partnered with organisations engaging older people to offer animal reminiscence projects that target isolation and bring the community together*



APPENDIX 2 – YOUTH COMMITTEE EQUALITY STATEMENT

Equal opportunities statement written by the Youth Committee.

Poster created by one of our volunteers using images and hand writing from the young people.

Equal Opportunities Statement

written by the Youth Committee members

equal opportunities means to
listen to peoples ideas

And to make sure the everyone
is included and every one can
say something
and it means to respect everyone's
ideas nicely

At the farm we believe that:

- People will be accepted how they are
- People are entitled to their own beliefs, opinions and point of view
- People's differences should be celebrated
- People's diversity is something to embrace
- People will be respected and treated how they deserve to be treated
- Giving people a voice and bringing people together for a common cause upholds a sense of unity
- Everybody has a right to an equal future
- People have the same rights
- People will be treated with respect and a positive mindset

We achieve this through our behaviour

- Providing those who might feel less confident with a way of putting forward their ideas nonverbally, e.g. writing ideas/thoughts down, or contributing to meetings in advance
- Checking in with those who might be having a bad day, who are shy or who are quiet, to make sure they are included and their opinions taken into account
- Being flexible and listening actively to others. Looking at things from another person's perspective
- Realise it is ok to disagree and seek a compromise if there is a disagreement
- A reminder that if you have worries you should speak to an adult

Would you like to join in too?

yes please

What do you think?