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**Blooming Gardeners CIC**

**Equal Opportunities Policy**

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5. **Introduction and Policy Statement**

* Blooming Gardeners CIC has developed this Equal Opportunities Policy as a commitment to making the full use of the talents and resources of its employees, volunteers and gardeners and to providing a healthy environment which will encourage good and productive working operations within the organisation.
* A copy of this policy can be obtained from the Secretary or Treasurer of Blooming Gardeners CIC at any time upon request.
* All staff and volunteers will be provided with a copy of this policy. They will be expected to familiarise themselves with and adhere to the principles and expectations it contains. Gardeners will also be assisted through discussion and example to understand and adhere to the principles.
* Blooming Gardeners CIC is particularly concerned that equality of opportunity is maintained in the following areas:
  + recruitment and selection
  + promotion, appraisal, transfer and training
  + terms of employment, benefits, facilities and services
* This policy does not form part of any employee's contract and may be amended at any time following review by Board members.

1. **Statement of Principle**

* Blooming Gardeners CIC is committed to a policy of treating all its employees, volunteers and gardeners equally.
* No employee, volunteer or gardener (or prospective employee, volunteer or gardener) will receive less favourable treatment because of a 'protected characteristic', namely:
* age (or perceived age)
* disability (past or present)
* gender identity
* gender reassignment
* marriage or civil partnership status
* sexual orientation
* race, colour, nationality, ethnic or national origins
* religion or belief
* trade union membership (or non-membership)
* part-time or fixed term status
* No employee, volunteer or gardener (or prospective employee, volunteer or gardener) will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.
* Blooming Gardeners CIC aims to encourage, value and manage diversity and is committed to equality for its staff. Blooming Gardeners CIC wishes to attain a workforce, both employed and voluntary, along with its gardeners, which is representative of the community from which it is drawn.
* These principles of equality of opportunity and non-discrimination also apply to the manner in which our employees and volunteers are expected to treat customers and visitors.
* Employees and volunteers are expected to work with Blooming Gardeners CIC towards these aims.

1. **Equality Principles and Practice**

* There should be no discrimination, whether direct or indirect, because of any of the protected characteristics set out in Blooming Gardeners CIC Statement of Principle set out in section 2 above.
* Disciplinary action will be taken against any employee or volunteer who is found to have committed an act of discrimination or harassment in breach of this policy.
* Blooming Gardeners CIC will keep its policy, procedures and practices on equality and equal opportunity under regular review.

1. **Recruitment and Selection**

The following principles should apply whenever recruitment or selection for positions takes place:

* Individuals will be assessed according to the skills they bring to the job
* We will avoid making assumptions about capability based on preconceived ideas or stereotypes
* We will not seek to recruit solely or primarily by word of mouth to ensure equal access to the recruitment process for all
* All applications will be processed in the same way and the same questions will be put to all persons interviewed.