



## **Tir Coed Equal Opportunities Policy**

TIR COED is committed to taking positive steps to promote and sustain equal opportunities amongst its Board of Directors, staff, service providers and service users. Tir Coed intends to promote this policy both inside and in its operation with other agencies.

Overall responsibility for implementing the policy lies with the Board of Directors.

Staff will be employed on the basis of their suitability for the work to be performed, and will have equal access to development and promotion depending on their individual ability and aspirations. All of this will be regardless of; gender, marital status, sexual orientation, colour, race, ethnic origin, nationality, language, age, political and religious beliefs, HIV status or disability.

Tir Coed accepts, therefore, the statutory requirements laid down in the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970 and the Disability Discrimination Act 1995, which make it unlawful for an employer or an employee to discriminate against or treat an individual differently on the grounds of colour, ethnic origin, gender, marital status or disability

### **Definitions**

The Sex Discrimination Act 1975 and the Race Relations Act 1976 make a distinction between direct and indirect discrimination.

#### **Direct discrimination**

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when a particular individual is treated differently for example because of their race, colour, nationality, ethnic origins, gender or marital status and where such treatment is less favourable than he or she would otherwise have received.

### **Indirect discrimination**

Some cases may not be so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

### **Harassment**

Harassment is defined as unwanted, abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed, may interfere with work performance, undermine job security or create a threatening or intimidating work environment. Harassment may take place on a number of grounds, including race, gender, disability, sexual orientation, and age.

## **Responsibilities**

### **Corporate responsibilities**

Equality of opportunity will be applied throughout all Tir Coed's policies and procedures.

The responsibility for promoting equality within the organisation lies with all members of the Board of Directors and Tir Coed's staff.

Reports will be submitted to the Board of Directors every six months in October and April. The Board of Directors will be responsible for monitoring the performance of Tir Coed in terms of this policy.

### **Individual responsibilities**

Tir Coed expects that each person should be aware of their behaviour towards others. Everyone should be treated equally, with dignity and respect. Each person should ensure that they do not behave in a way that could be regarded as harassment, discriminating or offensive.

Tir Coed expects that each individual should recognise that it is in the best interest of the organisation and of its Board of Directors and staff, to utilise the skills of the total workforce and that discrimination is unacceptable.

It is the responsibility of each member of staff to report incidents of discrimination or harassment. Employees who believe they are being, or have been, discriminated against

or harassed in any way should contact the Chairman or, in his/her absence, another member of the Board of Directors immediately.

### **Management Duties**

The Board of Directors have a duty to promote and sustain equality of opportunity by:

- Ensuring that all employees are made aware of this policy and that discrimination, either directly or indirectly, or any form of harassment, is unacceptable; applying the principles of equality of opportunity throughout the application of all Tir Coed's policies and procedures; ensuring that no job applicant is discriminated against either directly or indirectly; ensuring the mechanism for reporting incidents of discrimination or harassment is known, understood and can be accessed by all employees.
- Taking prompt action to stop harassment or discrimination as it is identified; ensuring that offensive or potentially offensive material is not displayed in the workplace.
- Establishing and maintaining an environment free from harassment.

## **Working practice**

### **Service delivery**

Tir Coed facilitates woodland-related services to rural communities of Wales.

In accordance with this policy Tir Coed will ensure that its services are appropriate and inclusive. Support will be available to all who wish to associate with the purposes of Tir Coed. Unfair discrimination, whether direct or indirect on any grounds in the delivery of any of Tir Coed's services is unlawful.

Tir Coed will ensure equality of opportunity in its service provision by:

- reviewing service provision in terms of its impact on equality;
- identifying areas where sections of the community are currently excluded from participating with Tir Coed;
- applying the principles of equality when determining Tir Coed's priorities;
- responding flexibly and imaginatively to requests for service;
- monitoring and reporting incidents where this policy has not been followed;
- working towards meeting the needs of the Disability Discrimination Act;

- ensuring access to all Tir Coed buildings and using accessible external venues whenever possible.

Service Providers and Service Users will be informed of Tir Coed's commitment to equality of opportunity and the existence of this policy.

### **Monitoring**

Tir Coed will monitor and review the accessibility and appropriateness of services to ensure they comply with the requirements of this policy. The Board of Directors will be responsible for ensuring objectives are met.

Tir Coed to monitor and review the steps taken to improve accessibility of staff and services to people with disabilities in consultation with relevant organisations;

Tir Coed to continue to ensure that all policy work incorporates an equalities perspective and that relevant organisations are informed and consulted as appropriate.

### **Sub-contracting:**

Service Provision will be sub-contracted by Tir Coed by a system which is fair and open to a range of potential deliverers within certain criteria. This includes the delivery of:

- training;
- woodland-related activities;
- events;
- design and print;
- translations;
- goods and services.

### **Recruitment and selection:**

Recruitment and selection will be conducted in line with Tir Coed's equal opportunities policy. All person specifications will include only requirements that are justifiable for the effective performance of the job. Selection decisions at all stages must be based on the relevant merits and abilities of candidates to meet the requirements of the person specification.

### **Terms and conditions:**

Tir Coed terms and conditions of employment meet the requirements of current employment legislation and good practice. Where required, amendments and additions to current terms and conditions will take place to meet the requirements of this policy.

Monitoring - employment policies and procedures will be kept under review to ensure that they do not operate against equality of opportunity, in accordance with current legislation.

## **Implementation**

### **Promotion of the policy:**

All Board members and staff will receive a copy of this policy and be aware of its contents and requirements.

### **Monitoring:**

Tir Coed will demonstrate its continuing commitment to the implementation of this policy by monitoring and reviewing every six months. The responsibility for this will lie with the Board of Directors.

Where there is evidence that Staff, Service Providers or Service Users are not being offered equality of opportunity, Tir Coed Board of Directors will take immediate steps to examine its policies, procedures and criteria to establish whether certain individuals or groups are excluded, discouraged, or disadvantaged. Specific concerns should be raised with the Chairman of the Board of Directors, in writing, in the first instance.