

# Lawes Agricultural Trust Equality & Diversity Policy



## Policy statement

The Lawes Agricultural Trust's success depends on its ability to draw on the skills, understanding and experience of its people. The potential rewards of diversity are significant: an organisation that recruits its employees from the widest possible pool will draw on a wider pool of talent and experience, and create an environment where employees are valued and supported and appreciate their colleagues' contribution.

## Scope

Every person has a personal responsibility for implementing and promoting the Equality and Diversity policy and principles in their day-to-day dealings with stakeholders, colleagues, partners and suppliers.

The policy applies to all permanent and temporary employees and workers provided by a third-party agency.

The policy applies to all areas of the organisation: in recruitment, promotion, learning and development; and in the development of policies and procedures affecting employees directly or indirectly.

## Principles

As an organisation it is aimed to eliminate unjustified discrimination, promote equality of opportunity and good relations between employees and encourage diversity throughout the workforce.

Our aim is that our employees will be from many sections of society and that all employees feel respected and able to give of their best. The policy will promote equality and fairness for all employees, and other stakeholders and will ensure there is no discrimination on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, gender, sexual orientation, or trade union membership/activity.

There should be no form of unlawful or unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, or any other benefit as well as for redeployment or redundancy will be based on skill, aptitude and ability. All employees will be helped and encouraged to develop to their full potential. The talents and resources of the workforce will be fully utilised to maximise the performance of the organisation.

A fair and transparent pay and grading system is operated where reward is based on objective criteria free from all forms of unfairness or bias. Where differentials cannot be substantively justified, appropriate action will be taken to address them.

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## Responsibilities

The employer has a responsibility to:

Create an environment in which individual differences and the contributions of all employees are recognised and valued.

Provide a working environment that promotes dignity and respect for all, free of any form of intimidation, bullying or harassment.

Make learning, development and progression opportunities available to all employees where practical.

Review all employment practices and procedures to ensure fairness.

Treat any proven breaches of the Equality and Diversity Policy as misconduct and subject to disciplinary proceedings.

Take positive action where necessary to make sure opportunities are offered on a fair and equal basis.

Take positive action where necessary to redress any imbalances in the makeup of the workforce where these could be potentially damaging for the organisation.

Ensure that no employee is treated less favourably than another in relation to their employment because of their membership of any protected characteristic group;

Ensure that no job requirement, criterion or practice that has a disproportionate and detrimental effect on one section of the workforce shall be applied unless it can be justified in relation to the job;

Make reasonable adjustments to prevent employees or applicants being put at a substantial disadvantage if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities;

Ensure that harassment of any type is not tolerated, and where it occurs that it is stopped as soon as possible, and appropriate disciplinary action is taken;

Undertake appropriate equality-related monitoring that progresses the equality and diversity aims and ensures that employees are treated fairly, whatever their protected characteristics

Take all reasonable action to ensure that terms and conditions of employment are not offered on discriminatory grounds and are in accordance with this policy

## Lawes Agricultural Trust Equality & Diversity Policy



Employees have a responsibility to:

Always treat others with dignity and respect.

Cooperate with measures introduced that promote equality and diversity and prohibit discrimination.

Not commit any acts or behave in a manner that would contravene the Equalities and Diversity policy.

Not instruct, induce or attempt to induce or pressurise other employees to act in breach of the Equality and Diversity Policy.

Advise their manager or Rothamsted HR if they are aware of any discriminatory conduct, either against themselves or any third party that contravenes the spirit of this policy.

Managers have a responsibility to:

Ensure that areas under their control are managed in accordance with the principles set out in the Equality and Diversity Policy.

Act on reports of breaches of the Equality and Diversity Policy and ensure that complaints are dealt with in a consistent manner.

Encourage all employees, particularly those in minority groups to take up opportunities to enhance promotion and career development.

### Monitoring

Rothamsted HR will monitor the policy and will review it in line with legislative changes and business need. They will provide support, guidance and training in the application of this policy.