



EQUAL OPPORTUNITIES & DIGNITY AT WORK POLICY

AGREED: JULY 2023
REVIEW DUE: JULY 2024

The purpose of this policy is to assist Food Friends in putting their commitment to equal opportunities and fair treatment in the workplace into practice. The policy is applicable to the Food Friends team and outlines their responsibilities in relation to equal opportunities, unlawful discrimination and harassment.

The Food Friends team includes all Food Friends employees, trustees and volunteers.

This policy works in conjunction with Food Friends Inclusion and Diversity Statement and Food Friends Code of Conduct.

General Principles

It is Food Friends approach that their team has a working environment that promotes dignity and respect and where an individual's differences, and the contributions they make, are recognised and valued.

Food Friends approach is as follows:

- to value the differences that a diverse team brings to the organisation
- to not tolerate or engage in any practices that may be found to be treating employees, trustees, volunteers or Food Friends unfairly
- to deal with discrimination or actions that affect equality in a robust manner viewing such issues as gross misconduct where appropriate
- to commit to providing equal opportunities in recruitment, training and employment and to work towards the elimination of unlawful and unfair discrimination

Legislation

It is unlawful to discriminate directly or indirectly in recruitment or employment because of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy
- Marriage or civil partnership
- Maternity
- Race (including colour, nationality and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

Discrimination after employment may also be unlawful, for example refusing to give a reference for a reason related to one of the protected characteristics. Legislation also exists to prevent less favourable treatment of workers (not just employees, for example agency workers) and less favourable treatment of fixed term and part time workers.

Reporting Harassment/Bullying

In the first instance the Food Friends team are encouraged to speak informally with the person whom they believe is harassing/bullying them or causing them offence, to explain how they feel and request that the behaviour stops. It may be that the person causing offence is genuinely unaware of how their behaviour has been perceived, and they may change their behaviour to avoid a reoccurrence. If, however, they feel uncomfortable taking such approach, or they have previously tried this technique without achieving a resolution, they can report their concerns to Anna Mantell CEO. If the concerns relate to the conduct of CEO Anna Mantell they must inform the Chair of trustees Emily Lau.

If the individual chooses to raise a formal complaint which would be heard in accordance with Food Friends Grievance Procedure.

The matter would be dealt with in a discreet and confidential manner and appropriate action taken. Members of the Food Friends team who raise a complaint will, under no circumstances, be subjected to any unfavourable treatment or victimisation as a result of making a complaint.

If, however a member of the Food Friends team makes a malicious complaint, disciplinary action will be taken against that person.

Responsibilities

Employees, Trustees and volunteers

Employees, trustees and volunteers are required to:

- refrain from behaving in a manner that could be perceived as bullying, harassment or discrimination
- cooperate with any investigations undertaken by Food Friends in relation to bullying, harassment or discrimination
- inform Anna Mantell CEO of any instances whereby they consider there has been a breach of this policy

Managers

Managers will:

- ensure the team are aware of the standards that are expected of them.
- promote a harassment-free workplace, and set a good example by their own behaviour.
- encourage the team to raise concerns where they feel they have been subjected to bullying, harassment or discrimination.
- ensure compliance with Food Friends policies and procedures and attend training as required
- implement reasonable adjustments that may be required for applicants and any member of the team with a disability.
- take complaints seriously and implement corrective actions quickly as reasonably required.

If you have any questions about this policy or anything is unclear, please do not hesitate to ask. This will be reviewed annually and updated as necessary.

CONTACTS

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