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| Brighton Permaculture Trust (BPT) | |
| Equal Opportunities Policy | Page 1 of 4 |
| | Issue no: 1 |
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| | Policy review: January 2020 |

This policy and the way in which it operates will be reviewed every 2 years.
The policy was last reviewed in January 2018.

1. Introduction

BPT is committed to equal opportunities and to eliminating unlawful discrimination on any grounds. This policy sets out the steps taken by BPT to prevent discrimination in the services it provides and its commitment to creating inclusive environments and equality of opportunity.

2. Definitions

- a. BPT's Equalities Policy aims to create equality of opportunity and to prevent direct and indirect discrimination.
- b. Direct Discrimination is treating a person less favourably than others are or would be treated in the same or similar circumstances on the grounds of age, disability, race (including colour, ethnic origin or nationality), gender, gender reassignment, responsibility for dependants, sexual orientation, religion or beliefs, marital/civil partnership status, pregnancy and maternity or HIV/AIDS status.
- c. Indirect Discrimination is an unjustifiable requirement or condition which appears to apply equally to everyone but which has a detrimental effect on an individual or a particular group.

- d. The policy also covers harassment, which is unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

3. Scope

Everyone who carries out work for, or on behalf of BPT including those who volunteer with BPT:

- is required to read, understand and fully comply with and implement this policy.
- is responsible for making every effort to prevent direct and indirect discrimination within the work of the organisation, and for ensuring that it is equally accessible to groups and individuals from all communities.
- must not:
discriminate against other employees, contractors, volunteers or members of the public;
encourage others to practice discrimination; or
harass, abuse or victimise other employees, contractors, volunteers or members of the public.

4. Providing an equal service

4.1. Respect for diversity

BPT provides courses, events and education in schools and in the community. Participants come from a wide variety of backgrounds/communities in Brighton and Hove, Sussex and beyond. Everyone who carries out work for, or on behalf of, BPT will ensure that they treat all recipients of its services with respect and dignity. Where participants have particular needs, employees and contractors will do everything reasonably possible to meet these needs.

4.2. Access to courses, events & services

The main venues used by BPT are fully accessible with a ramped entrance, wide doorways and accessible toilets. Individuals with disabilities on smaller courses that are partially based outdoors or involve field visits are invited to discuss their needs with representatives of BPT so that these can be catered for as required. However it is recognised that a number of the activities organised by the organisation are physically strenuous and may not be suitable for some people.

Communication is carried out through BPT's website and by email. We are committed to making the content of our website as accessible to as many people as possible. People who do not use computers can also contact the organisation by telephone.

A sliding scale of prices is used for all BPT's courses and events, concessionary places are set at under 40% of the full fees, with two further pay scales for low waged participants.

Priority is given to disadvantaged areas and disadvantaged groups when working with schools and communities.

5. Employees, Contractors, Trustees & Volunteers

The work of BPT is currently carried out by employees, self-employed contractors and volunteers. Much of the work of the organisation is highly specialised and can only be carried out by individuals who have appropriate qualifications/experience. Informal apprenticeship, mentoring and training is given to those wanting to work for the organisation but not having the required level of qualifications/experience.

Ultimate responsibility for the management of the organisation rests with its trustees. Membership is free and is open to anyone actively involved in BPT's work.

No employee, contractor, member, trustee, user of BPT's services, courses, events or sites or volunteer will receive less favourable treatment on the grounds of age, disability, race (including colour, ethnic origin or nationality), gender, gender reassignment, responsibility for dependants, sexual orientation, religion or belief, marital/civil partnership status, pregnancy and maternity or HIV/AIDS status.

6. Harassment

If any contractor or volunteer harasses any employee, contractor or volunteer or any user of BPT's services, courses, events or sites, BPT will no longer use their services or allow them to volunteer with BPT. If such harassment is carried out by an employee, this will be dealt with under BPT's disciplinary policy. Harassment is defined above; it includes but is not limited to:

- abusive language, including sexist, racist, homophobic, or other bigoted jokes
- offensive gestures or comments
- unwanted physical contact or abuse
- open hostility towards an individual
- humiliating, intimidating or patronising behaviour

- displaying sexist, racist, homophobic, or other bigoted material, including graffiti
- requests for sexual favours

7. Monitoring

Equal opportunities monitoring data will be collected from participants of all pre-booked courses and events.

8. Reporting/Complaints

Any employee, contractor or volunteer may raise any issues, complaints or grievances relating to the implementation of this policy with Caroline Schofield, who is one of BPT's trustees who will arrange for a full investigation to be carried out.