

Policy Document

Equality, Diversity and Inclusion

Rev 3 September 2023

Our purpose

To create a **healthier, safer,** and more **beautiful** world

Our mission

To be the market leader and trusted partner for clients.

Our values



EQUALITY, DIVERSITY & INCLUSION POLICY

Associated Group Policies:	Whistle Blowing Policy Colleague Handbook Recruitment Policy Real Living Wage Reserve Forces Policy	IMS Reference:	HR002
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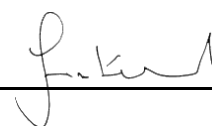


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Glossary of Terms

Term / Acronym	Definition / Meaning
Nurture Group ('Nurture')	Nurture Landscapes Group including Nurture Landscapes Limited, Gavin Jones Limited, Nurture Pest Services Limited.
CEO	Chief Executive Officer
CPO	Chief People Officer
ED&I	Equality, Diversity & Inclusion

1. Introduction

- 1.1. Nurture is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.
- 1.2. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each colleague to feel respected and able to give their best.
- 1.3. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

2. Purpose

- 2.1. This policy sets out our approach to Equality Diversity and Inclusivity within the Nurture Group. We aim to ensure that all our colleagues regardless of the role they play, are treated as equals, that people get the dignity and respect they deserve and that their differences are celebrated.
- 2.2 We commit to not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
- 2.3 We oppose and avoid all forms of unlawful discrimination. This includes:
 - pay and benefits.
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents.
 - requests for flexible working
 - selection for employment, promotion, training, or other developmental opportunities

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3 Scope

- 3.1 This policy covers all colleagues, contractors, volunteers, seasonal, casual workers, and agency workers. This policy does not form part of any colleague's contract of employment.

4 Roles and Responsibilities

- 4.1 All managers must set an appropriate standard of behaviour, lead by example, and ensure that those they manage.
- Adhere to the policy and promote and enhance Equality, Diversity & Inclusion within the workplace.
 - Effectively recruit, develop, and train colleagues.
 - Create a culture that where problems arise, they are quickly identified, and solution considered against an individual's needs
 - All colleagues have a personal role to play in ensuring their behaviours reflect the values of the Nurture Group and contribute to a working environment that is inclusive and free from any kind of discrimination, harassment or bullying.
 - Colleagues are invited to comment on this policy and suggest ways in which it might be improved by contacting a HR Business Partner or emailing HR@nurture-group.co.uk
 - The CPO has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law.

5 Unlawful Discrimination

- 5.1 You must not unlawfully discriminate against or harass other people including current and former colleagues, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts, or when wearing a work uniform), and on work-related trips or events including social events.
- 5.2 The Equality Act 2010 prohibits the following forms of discrimination:
- **Direct discrimination:** less favorable treatment because of a protected characteristic.
 - **Indirect discrimination:** where a provision, criterion or practice is applied to all colleagues but adversely affects people with a particular protected characteristic more than others and is not justified.
 - **Harassment:** unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. This includes sexual harassment.
 - **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination.
 - **Discrimination arising from disability:** where a disabled person is treated unfavorably not because of their disability but something arising in consequence of it.
 - Failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

6 Our Commitments

- 6.1 Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all colleagues are recognised and valued.
- 6.2 This commitment includes training managers and all other colleagues about their rights and responsibilities under the ED&I policy by implementing training on:
- Equality & Diversity

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- Unconscious Bias
 - Disability Awareness and Inclusion
- 6.3 We will continue to develop additional training modules/ programs to be implemented across the organisation, designed to enhance the ED&I culture within Nurture.
- 6.4 Improve ethnic diversity, by publishing Equality and Diversity data including race, ethnic background, disability, and gender pay gap data. This data will form the basis to plan a strategy to improve ED&I within Nurture to become a truly inclusive workforce.
- 6.5 We continue to be a Real Living Wage Employer. Reports show that minority ethnic workers are disproportionately paid the lowest wages in the UK¹ Employers who commit to paying workers the Real Living Wage are taking steps towards racial equality in the UK labour market.
- 6.6 We will prioritise inclusive recruitment,
- By creating reports to analyse our recruitment diversity data.
 - Review our current recruitment strategy and build on what we have learnt to increase the diversity of the workforce.
 - Improve our advertising, to ensure we are seen as an inclusive employer, and make it easier for people to apply.
 - Investigate whether we can support anonymous recruitment.
 - Improve the network of 3rd parties we work with which enables us to reach out to people who would not normally look to horticulture for a career choice.
 - Review how we champion the BAME community.
 - Improve our apprenticeship and training programmes.
- 6.7 Review employment policies and procedures on a yearly basis to ensure fairness and make updates when necessary to take account of changes in the law.

7 Breaches of this policy

- 7.1 Colleagues should treat each other with dignity and respect whilst at work. Any colleague who feels they have not been treated in accordance with this policy is encouraged to raise the matter as per the company Grievance Policy. All complaints will be taken seriously and will be dealt with promptly, confidentially, fairly and with respect.
- 7.2 Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal. Colleagues who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result.
- 7.3 However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

8 If you believe you are being discriminated against

- 8.1 You may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour.
- 8.2 Alternatively, you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally. If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our

¹ <https://www.livingwage.org.uk/living-wage-mattersthe-role-living-wage-closing-ethnicity-pay-gaps>

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grievance procedure. All complaints will be investigated in accordance with our grievance procedure. Please refer to the colleague handbook for details on grievance procedure.

9 Monitoring and Auditing

- 9.1 The Chief People Officer has responsibility for ensuring this procedure is implemented accordingly and monitored appropriately.

10 Compliance

- 10.1 Adherence to this Policy procedure is both an individual and a corporate responsibility. Wilful breach of this policy, or unauthorised departure from the Procedures derived from this Policy, may invoke the disciplinary procedure.

11 Review and Improvement

- 11.1 The Chief People Officer and the HR team are responsible for reviewing this procedure, making any recommendations for improvement, and presenting these to the ELT for further consideration.

Nurture reserves the right to amend or discontinue the Policy and any associated Procedures at any time.

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