

## Equality, diversity and inclusion policy SAYFC 2023

The Scottish Association of Young Farmers Clubs is committed to encouraging equality, diversity and inclusion among our workforce, volunteers and members, and eliminating unlawful discrimination.

The aim is for our members to be truly representative of all sections of society and for each member, office bearer, volunteer and staff member to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

### Our policy's purpose

This policy's purpose is to:

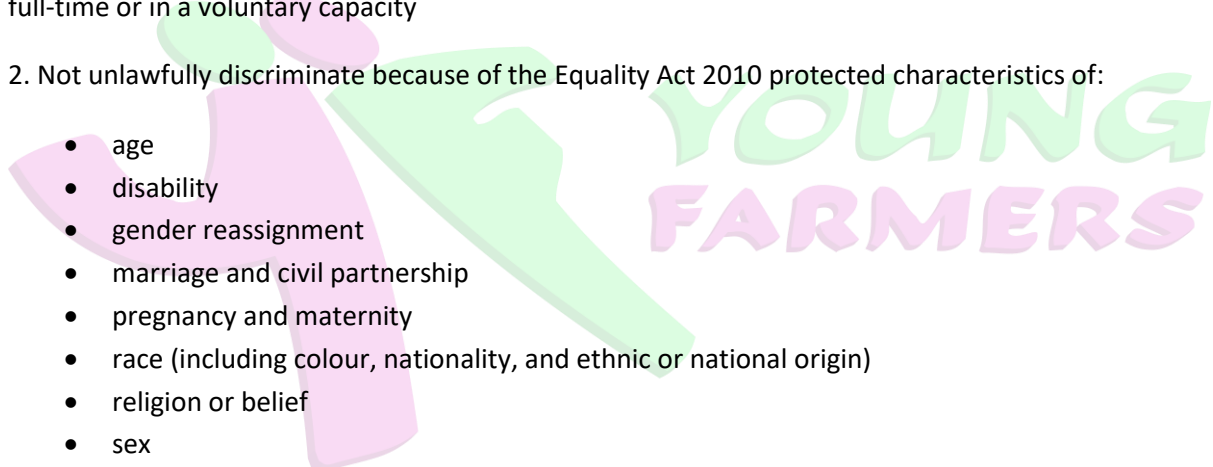
1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time or in a voluntary capacity

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- 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



## Our commitments

The SAYFC commits to:

1. Encourage equality, diversity and inclusion in the workplace and in clubs, as it is good practice and enhances the experience of all.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members, office bearers, volunteers and staff members are recognised and valued.

This commitment includes training managers and all other members, office bearers, volunteers and staff members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include members, office bearers, volunteers and staff members conducting themselves to help the organisation provide equal opportunities in employment and volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.

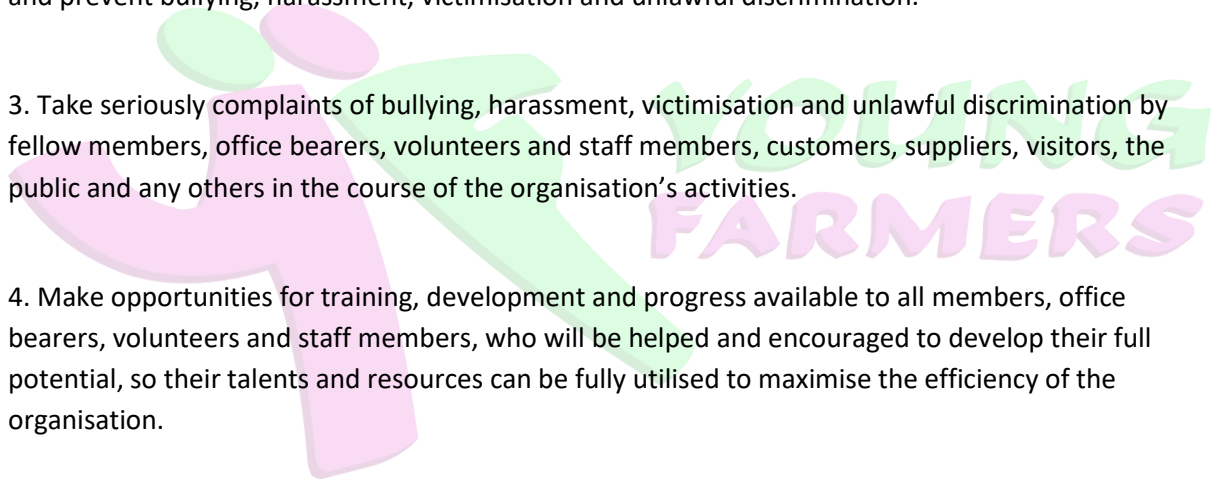
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow members, office bearers, volunteers and staff members, customers, suppliers, visitors, the public and any others in the course of the organisation's activities.

4. Make opportunities for training, development and progress available to all members, office bearers, volunteers and staff members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning members, office bearers, volunteers and staff members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

7. Monitor the make-up of the members, office bearers, volunteers and staff members regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.



## Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the senior leadership team and CEO and has been agreed with employee representatives.

## Staff Specific Clauses

- Review employment practices and procedures when necessary to ensure fairness, and also update practices, procedures and the policy to take account of changes in the law.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- All staff, office bearers and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

## Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found at ["Z:\Development\Policy Documents\Policies"](#). This includes with whom an employee should raise a grievance – usually their line manager. Any members wishing to raise a grievance should contact the Youth Development Manager in the first instance.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

## Equality, Diversity and Inclusion Mission Statement SAYFC 2023

The Scottish Association of Young Farmers Clubs is fully committed to the inclusion, advancement, recognition and celebration of the young people in, and adjacent to, our organisation. We are determined to provide a safe, welcoming and understanding space for young people of all backgrounds to come and explore all that the SAYFC has to offer, knowing that they will always receive appropriate support and encouragement. As a member-led organisation we strive to operate in a way which allows for everyone to have a voice, to have their views recognised, and to have fair processes for the recruitment and appointment of Office Bearers across all committees and clubs. The SAYFC is focused on providing reasonable adjustment for all members, holding training sessions for Office Bearers and other volunteers so that they too are equipped to deliver excellent experiences and events for our members, as well as regularly updating and reviewing our policies and practises to reflect our broad and varied membership. Our hope is that all members of SAYFC feel that they, and by extension the organisation, uphold the values of integrity, inclusion, access, choice, equality, equity and opportunity. Going forward, we aim to be a living reflection and representation of young people across Scotland, and hold that we will, in every capacity, support all of our members to thrive.

