Knoll Gardens Foundation

Equality, Diversity & Inclusion Policy

Our policy's purpose is to:

1. Set out our aims in relation to encouraging equality, diversity and inclusion among our volunteer workforce (including Trustees)
2. Explain our commitments in this regard, and
3. Say how we will deal with complaints, should they arise.

Our aims

a. For our volunteer group to be inclusive and welcoming to all its members and prospective members.

b. For each volunteer to feel respected, valued and able to give their best, whether they are temporary project volunteers or people undertaking long-term ongoing voluntary roles, doing a few hours to several days a week.

c. To prevent unlawful discrimination on the basis of any of the protected characteristics listed in the Equality Act 2010:

- 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

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

- benefits for volunteers
- conditions and rules of volunteering
- dealing with grievances
- termination of an individuals' voluntary work
- discontinuation of a volunteer role
- requests for alterations to voluntary work commitment
- selection for employment, promotion, training or other developmental opportunities.

Our commitments

a. The Foundation will provide a Code of Conduct for all volunteers, a copy of which can be found in the KGF Volunteer Handbook, together with a copy of this policy.

b. The Foundation will also, where appropriate, facilitate access to training for Trustees, volunteer co-ordinators and volunteers about equality, diversity and inclusion.

Further, we will:

c. make any opportunities for training, development and progress available to all, and help and encourage all individuals to develop their full potential.

d. make decisions concerning volunteers based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

e. review volunteering practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.

f. assess how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, review them triennially, and take action to address any issues.

Dealing with complaints

Details of the Foundation's grievance procedures can be found in the Volunteer Handbook. This includes with whom a volunteer should raise a grievance, usually their volunteer co-ordinator or supervising staff member.

The Foundation will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination made against Trustees and volunteers in the course of the Foundation's activities.

Complaints will be investigated carefully and will provide the opportunity for both the person making the complaint and the person being complained about to put their points of view in private.

The Trustees will decide what action to take, and this may include termination of a volunteer's role without notice if a complaint is upheld. This includes complaints made against Trustees, who are also volunteers.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the Trustees.

Following the Trustees' meeting on 30 June 2023, at which this policy was agreed, this document was shared with and agreed by KGF volunteer representatives.

The policy was reviewed/updated on 3rd July 2026.
The Review Cycle is 3-yearly, or sooner if required, e.g. should there be a legislation change.
Date of next review: Summer 2029