



## BNF Equal Opportunities Policy\_2025 v.1

---

### 1. Equal Opportunities Policy

**Borneo Nature Foundation** are committed to fostering an inclusive culture that promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all staff and visitors are respected.

BNF embraces diversity amongst its staffs and seeks to achieve equity in the experience, progression and achievement of all members through the implementation of transparent policies, practices and procedures, and the provision of effective support.

BNF recognises that equality should be embedded in all its activities and will seek to promote awareness of equality, foster good practice and act where necessary to support this Equal Opportunities Policy.

In exercising its policies, practices, procedures and other functions, BNF International will have due regard to its duties under the UK Equality Act 2010 and to the protected characteristics<sup>1</sup> specified within it, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

---

### 2. In particular, BNF will:

- Encourage applications for employment from *all* potential qualified candidates;
  - Take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others;
  - Seek to attract applicants of the highest quality and potential, regardless of background. Decisions on the selection of staff, employees and contractors will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the position in question;
  - Ensure that entry into and progression within employment are determined solely by criteria which are related to the duties of a particular post and the relevant salary scale; and support career development and progression to ensure diverse representation and participation at all levels.
-



BNF expects all members and visitors to treat each other with respect, courtesy and consideration and does not tolerate any form of bullying or harassment. It has a Policy on Harassment, Bullying and Violence to be found in the Staff Handbook.

---

### 3. Application of the Equality Policy

All BNF staff, whether on BNF premises or elsewhere, have a responsibility to behave in accordance with this Policy and to always treat colleagues and BNF associates with respect.

BNF will:

- Seek to embed equality and equity in all its activities;
- Have regard to its obligations under relevant legislation, including the Equality Act 2010 and the Public Sector Equality Duty 2011;
- Publicise this Equality Policy, and any relevant codes of practice and guidance;
- Use all practicable means to inform its activities to increase equality and measure the impact of any changes;
- Review this policy and all associated codes of practice and guidance as and when necessary.

---

### 4. Responsibilities

The BNF Board of Directors and Trustees will provide leadership on equality and diversity and oversee the development of equality policy frameworks and their application in the organisation, working as appropriate with relevant colleagues and bodies, including any committees with a specific remit for equality issues.

The Board of Directors and Trustees will also:

- consider existing and emerging equality legislation with a view to identifying relevant issues to be translated into BNF policies;
- provide information and guidance to all BNF staffs to enable them to carry out their job;
- support line managers in showing leadership on equality and diversity issues;
- seek and provide advice on the employment of disabled staff, employees and contractors.

---

### 5. Approval

This policy was approved by Aurelie Nollet, Operations Director on 10<sup>th</sup> January 2025.