

Sport4Kids Equality and Diversity Policy

| HEADING | SECTION CONTENT |
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| <p>Aims of this Policy</p> | <p>Sport4Kids recognises and values people’s differences and will assist them to use their talents to reach their full potential.</p> <p>The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.</p> <p>This policy is designed to ensure that Sport4Kids complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.</p> <p>Sport4Kids is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).</p> <p>Using fair and objective employment practices, the organisation aims to ensure that</p> <ul style="list-style-type: none"> • All employees and potential employees are treated fairly and with respect at all stages of their employment. • All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Sport4Kids such as customers or clients. • All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination. • All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not. |

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| <p>Scope of the policy</p> | <p>The policy applies to all employees, applicants and representatives of Sport4Kids.</p> <p>The policy applies to all stages of employment including recruitment and selection, promotion and training.</p> <p>This policy applies to examples of direct discrimination (whereby an employee or applicant is treated less favourably than someone else due to;</p> <ul style="list-style-type: none"> • sex • marriage or civil partnership • gender reassignment • pregnancy and maternity leave • sexual orientation • disability • race • religion or belief • age <p>and that there is no genuine occupation requirement for it.</p> <p>It also to applies to examples of indirect discrimination, such as a working condition, practice or rule that disadvantages one group of people more than another.</p> <p>This policy also applies to instances of discrimination arising from a disability, associative discrimination (where someone is treated worse than someone else because they are associated with someone with a protected characteristic), perceptive discrimination (where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic), and third party harassment (where an employee is harassed by a third party who is not an employee eg volunteers or service users).</p> |
| <p>Policy statement</p> | <p>As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.</p> <p>We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.</p> |

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| <p>Responsibilities</p> | <p>Employees and volunteers of Sport4Kids have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.</p> <p>Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the directors and management of Sport4Kids.</p> <p>Breaches of the Equality and Diversity Policy by employees Breaches of this policy by employees may be dealt with in accordance with Sport4Kids disciplinary procedures.</p> <p>Breaches of the Equality and Diversity Policy by volunteers (including trustees)</p> <p>The position of a volunteer may be jeopardised should you not follow this policy.</p> <p>Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.</p> |
| <p>Equality and diversity in practice</p> | <p>In carrying out the policy, Sport4Kids will carry out the following actions:</p> <ul style="list-style-type: none"> • Use selection criteria that does not unlawfully discriminate in recruitment and promotion procedures. • Require entry to employment/volunteering or progression within Sport4Kids to be based on merit. • Not to discriminate in opportunities for recruitment, training, promotion or transfer of employees or volunteers • Ensure that every individual is assessed according to his or her personal capability to carry out his or her role. • Ensure that all employees are given equal terms and conditions of employment, providing they do the same or broadly similar work, or work of equal value. • Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures. <p>We shall also :</p> <ul style="list-style-type: none"> • Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities. • Ensure that any amendments to any legislation relating to discrimination are met and adhered to. |

Implementation of the policy

All employees, applicants and volunteers will be involved in creating an equality environment and one that values diversity.

COMMUNICATIONS

Communication of the policy to job applicants and employees/ volunteers through;

- Making available a copy of the policy to prospective applicants
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non- discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff and volunteers (including trustees)
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements
- Incorporating specific responsibilities into job/role descriptions

WORKING WITH PARTNERS

In selecting our partners we will consider their commitment to Equality and Diversity by asking to see their policy, and asking what they do in practice (eg monitoring of their policy).

USERS OF OUR SERVICE

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of language/ formats / fonts/ size
- Considering whether information should be available in alternative formats e.g. easy read /other languages
- Considering locations where the organisation's services are promoted /advertised
- Considering accessibility of locations from which the service is provided
- Considering the diverse make up of our staff/ volunteers in relation to your service users
- Considering the impact of proposed new services on the user group

MONITORING THE POLICY

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees/ volunteers and to service users. Sport4Kids will capture and consider information of locations of service users, on how they heard of Sport4Kids and our services, and in some cases conducting Equality Impact Assessments on our activities, should it prove necessary.

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| <p>Reporting discrimination / potential discrimination</p> | <p>Employees who feel that they have suffered any form of discrimination should raise the issue through their line manager, or should the line manager be implicated, their peer. Employees will be entitled to follow Sport4Kids grievance procedure.</p> <p>Volunteers who feel that they have suffered any form of discrimination should raise the issue through the Sport4Kids complaint policy, available from Sport4Kids management.</p> <p>Service users who feel that they have suffered any form of discrimination should raise the issue through the Sport4Kids complaint policy, available from Sport4Kids management.</p> <p>Employees/volunteers/service should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Sport4Kids. Sport4Kids will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.</p> <p>If an employee/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.</p> |
| <p>Review</p> | <p>This policy will be reviewed every two years by Sport4Kids management to ensure that it remains up to date and reflects the needs and practices of the organisation.</p> <p>The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered</p> |