

# Stevenage Sporting Futures Team (SSFT)

## Equality and Diversity Policy

<b>Adopted by</b>	September 2018
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<b>Reviewer Name</b>	Connor Moran
<b>Reviewer Job Title</b>	Partnership Manager

# Equality and Diversity Policy

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## Introduction

This policy describes the way in which Stevenage Sporting Futures Team will meet the requirements of the Equality Act 2010. This Act replaced all previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. The policy will be applied to all employees, volunteers and participants connected with the organisation.

**Definition of Equality and Diversity** - For this policy the following definitions of 'equality' and 'diversity' have been adopted:

**Equality** is about striving to eliminate disadvantage, discrimination and deprivation.

**Diversity** is not about treating everyone the same, but about:

- Recognizing and valuing difference; and
- Recognizing and accounting for inequality and disadvantage

Diversity is inclusive and something that is equally relevant to us all.

## Working Environment

SSFT promote a working environment in which diversity is recognised, valued and encouraged. SSFT acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. SSFT are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. It is therefore your responsibility to make sure you observe and adhere to this policy at all times. SSFT view any breach seriously. SSFT **will** investigate and potentially take disciplinary action. This may include dismissal in instances SSFT consider gross misconduct.

SSFT recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful. SSFT's policy seeks to ensure job applicants and employees are treated fairly and without favour or prejudice. SSFT are committed to applying this throughout all areas of employment. This includes recruitment and selection, training and development, benefits, rewards and promotion, dealing with grievances and disciplinary issues.

SSFT's policy complies with current legislation. SSFT review it regularly and will update it if the law changes. However, SSFT recognise that equality of opportunity is best achieved by day-to-day commitment throughout the organisation. SSFT offer support and training where necessary to achieve and maintain this.

## Recruitment and Promotion

The selection methods SSFT use for recruitment and promotion are related to the requirements of the job. SSFT do not seek irrelevant qualifications, experience or skills. Applicants are short-listed/selected solely on the basis of their assessed capability for the role.

As an equal opportunities employer SSFT is committed to ensuring that SSFT provide equality of opportunity to all in employment. The aim is to ensure that SSFT do not unfairly discriminate against any job applicant or employee/volunteer for any reason.

At all levels SSFT will seek to ensure that in recruitment, training, delivering services and partnerships, people regardless of background, will have the opportunity to:

- Join the project as an employee, volunteer or participant on equal footing with others.
- Enjoy personal development to improve opportunities.
- Be heard when expressing concerns or dissatisfaction.
- Employees/volunteers will have the opportunity to attend equalities and diversity training.

## Protected Characteristics

SSFT will adhere to the requirements of the Equality Act 2010 by not discriminating against employees, volunteers, participants or anyone involved in external agencies the organisation may be working with on the grounds of:

- Age
- Disability
- Employment status
- Ethnic or national origin, race or colour
- Marital status
- Religious or political beliefs
- Responsibilities for children or dependents
- Gender
- Sexuality
- Personal differences such as; academic, qualifications, accent, age, caring responsibilities and mental abilities, political affiliations, spent or irrelevant convictions and union membership.
- Pregnant females or new mothers
- Employees/volunteers, participants undergoing gender re-assignment
- Participants due to the behaviour of their parents and/or siblings

SSFT will not tolerate processes, attitudes and behaviour that amount to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. SSFT will demonstrate this commitment throughout all areas of SSFT's project.

SSFT is committed to help those who are disadvantaged within the resources available to SSFT, to ensure SSFT are a fair and equal project at all times and work to ensure that SSFT's participants are able to stay safe, be healthy, enjoy and achieve, achieve economic well-being and make a positive contribution to their community.

## Equality in Service Delivery

As an inclusive service, SSFT have a key role in ensuring that all sections of SSFT's diverse community receive fair and equal provision, according to individual needs. SSFT aim to ensure that high standards of quality and equality are maintained.

SSFT aim to:

- Provide appropriate, accessible and effective services to all sections of the community without prejudice or bias.
- Provide clear information about SSFT's services in a variety of formats on request;
- Consult with SSFT's customers to better understand the views and aspirations of the community SSFT serve and to identify improvements for SSFT's project;
- Monitor and analyse how effective services are at meeting the needs of participants and use the information obtained to develop future services and policies.
- Ensure that complaints from all sections of the community are dealt with in a fair, sensitive and consistent manner and fed into improvements in SSFT's project.

SSFT may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of activities specifically for a certain group, such as Afro-Caribbean boys or Roma children. (Previously, this could have been considered discriminatory.)

It is expected that every individual who is part of, or engages with SSFT, including all employees/volunteers, and all visitors will make a positive contribution to this policy.

In addition, SSFT will:

- Ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups
- Supply specialist aids and facilities to make reasonable adjustments where necessary
- Monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination
- Undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to
- Treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings

## **Complaint Procedure**

### **Stage 1**

Any person who experiences, witnesses or is reasonably led to believe that this Equal Opportunities Policy has not been respected, should immediately bring the situation to the attention of their Line Manager. The person responsible for this breach will be reminded of the existence and purpose of this policy and asked to adhere to it.

### **Stage 2**

If the person continues behaving in an unacceptable manner, the matter will be referred to the Executive Partnership Manager who will decide the best course of action.

This may result in:

- a warning being issued
- disciplinary
- a referral to a higher level of authority (trustee disciplinary committee)

### **Stage 3**

The offending person has the right to appeal. He/she can write a director of the Stevenage Sporting Futures Team – Jill Eaton, Shelagh Mackey or Jo Szulikowski. Their decision will be final.

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