

THE EQUALITY STANDARD FOR SPORT

This factsheet is intended to assist governing bodies and sports organisations writing/amending an equality policy as part of their general equality work. A policy is required to be in place and communicated to all staff and senior volunteers for the Foundation level of the generic Equality Standard for Sport. This is only an example policy, for an organisation called XYZ, and it should be used as a guidance as the content is not prescriptive for the Standard. You should not simply create a policy by replacing XYZ with your own organisation name. It is suggested that this document is read in conjunction with the “Developing equality policies” factsheet.

1. Statement of Intent

- 1.1 XYZ is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.
- 1.2 XYZ will ensure that there will be open access to all those who wish to participate in all aspects of sporting and leisure activities and that they are treated fairly.

2. Purpose of the Policy

- 2.1 XYZ recognises that certain sections of the community have been affected by past discrimination and may be denied the opportunity to participate equally and fully in sport at all levels.
- 2.2 This policy has been produced to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

3. Actions

- 3.1 XYZ will produce and maintain an action plan to ensure the intent of this policy is delivered.
- 3.2 All areas of the organisation will be affected by this action plan, which will be incorporated in to the overall business delivery plan, itself reviewed and updated on an annual basis.
- 3.3 XYZ recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle underrepresentation.

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4. Legal Requirements

- 4.1 XYZ is required by law not to discriminate against its employees and recognises its legal obligations under, and will abide by the requirements of, the following:
- Equal Pay Act 1970
 - Rehabilitation of Offenders Act 1974
 - Sex Discrimination Acts 1975, 1986 & 1999
 - Race Relations Act 1976 and the Race Relations Amendment Act 2000
 - Disability Discrimination Act 1995
 - Human Rights Act 1998
 - Children Act 1998
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Employment Equality (Religion and Belief) Regulations 2003
 - Gender Recognition Act 2004
 - Civil Partnership Act 2004
 - Employment Equality (Age) Regulations 2003
 - Any later amendments to the above Acts/regulations, or future Acts/regulations that are relevant to XYZ.
- 4.2 XYZ will seek legal advice each time the policy is reviewed to ensure it continues to comply with all legislation requirements.

5. Discrimination, harassment and victimisation

- 5.1 Discrimination can take the following forms:
- 5.1.1 *Direct Discrimination.* This means treating someone less favourably than you would treat others in the same circumstances.
- 5.1.2 *Indirect Discrimination.* This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental affect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.
- 5.1.3 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.
- 5.2 *Harassment is described as* inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic. XYZ is committed to ensuring that its employees, members, participants and volunteers are able to conduct their activities free from harassment or intimidation.

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- 5.3 *Victimisation is defined as* when someone is treated less favourably than others because he or she has taken action against XYZ under one of the relevant Acts/regulations (as previously outlined) or provided information about discrimination, harassment or inappropriate behaviour.
- 5.4 XYZ regards discrimination, harassment or victimisation, as described above, as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

6. Responsibility, implementation and communication

- 6.1 The following responsibilities will apply:
- 6.1.1 The Board of Trustees is responsible for ensuring that this Equal Opportunities Policy is followed and to deal with any actual or potential breaches.
 - 6.1.2 The Chief Executive has the overall responsibility for the implementation of the Equal Opportunities Policy.
 - 6.1.3 A specific member of staff, designated by the Chief Executive, has the overall responsibility for achieving the equity action plan as this will form part of their work programme.
 - 6.1.4 All employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equity related tasks.
- 6.2 The new/amended policy will be implemented immediately following Board agreement and, at a corporate level, will result in the following:
- 6.2.1 A copy of this document will be available to all staff (both permanent and contract), members and volunteers of XYZ.
 - 6.2.2 XYZ will take measures to ensure that its employment practices are non-discriminatory.
 - 6.2.3 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
 - 6.2.4 A planned approach will be adopted to eliminate barriers which discriminate.
 - 6.2.5 Ensure that consultants and advisers used by XYZ can demonstrate their commitment to the principles and practice of equity and that they abide by this policy.

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- 6.3 The new/revised policy will be communicated in the following ways:
- 6.3.1 It will be part of the staff handbook and reference will be made to it in any codes of conduct.
 - 6.3.2 It will be covered in all staff and volunteer induction training
 - 6.3.3 All members will be made aware of the policy's existence when they join and a summary of any revisions will be published in XYZ's quarterly newsletter.
 - 6.3.4 It will be available on the Web site.
 - 6.3.5 At time of review, a mechanism will be put in place to allow all staff, members and volunteers to be part of the process.

7. Monitoring and Evaluation

- 7.1 Once approved, the policy will apply for 3 years before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.
- 7.2 The equity action plan, created to ensure the intent of the policy is delivered, will be reviewed by the Chief Executive and the member of staff with the responsibility for its implementation, on a quarterly basis.
- 7.3 As part of the overall business delivery plan, the equity action plan, will be reviewed by the Board on a six monthly basis.
- 7.4 On an annual basis, statistical information will be produced by the Chief Executive for the Board, and will be published internally and externally, to show the impact of this policy.

8. Disciplinary and Grievance Procedures

- 8.1 To safeguard individual rights under the policy, an employee, volunteer or member who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.
- 8.2 Appropriate disciplinary action will be taken against any employee, volunteer or member who violates XYZ's Equal Opportunities Policy.
- 8.3 An individual may raise any grievance and no employee, volunteer or member will be penalised for doing so unless it is untrue and not made in good faith.
- 8.4 As with all grievance procedures, the final point of appeal relating to this policy is the Board appeals committee.

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For further information about this fact sheet, or the Equality Standard for Sport, please contact Vaga Associates.