



Herts Disability Sports Foundation

Charity Number 1156034

EQUALITY, DIVERSITY & INCLUSUION POLICY

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Approved

A handwritten signature in black ink, appearing to read 'R. Kippax', written over a white rectangular background.

Date 26 May 2022

(Signature of Chair)

Herts Disability Sports Foundation Equal Opportunities Policy

Policy Statement

1. Equality and diversity are central to the work of Herts Disability Sports Foundation (HDSF). We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.
2. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and volunteer to feel respected and able to give their best.
3. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.
4. The policy applies to all Trustees, staff, volunteers, users and general public who come into contact with HDSF.
5. This policy welcomes the statutory requirements laid down in the Equalities Act 2010 and is fully supported by the Trustees of Herts Disability Sports Foundation.

Principles

6. The policy's key principles are:
 - a. To provide equality, fairness and respect for all, whether in temporary, part-time or full-time employment, or working as a volunteer.
 - b. To ensure we do not unlawfully discriminate against a person who has a protected characteristic as defined by the Equality Act 2010. Protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
 - c. To oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
 - d. To promote equality of opportunity and diversity in volunteering, employment and participation.

Forms of discrimination

7. It is important as part of this policy that all members of Herts Disability Sports Foundation understand what is considered as discrimination and the various forms that it can occur in:

- a. Direct discrimination – This occurs when one employee or member is treated less favourably than another would be treated in the same circumstances, on the grounds mentioned at para 6.b.
- b. Indirect discrimination – This happens when a job requirement or condition is applied equally to all, but it has a detrimental effect on one group in society, as it is difficult for that group to comply with it (e.g., because of their religion).
- c. Victimisation – This occurs when a person is treated less favourably than others because they have taken action under the Equality Act 2010.
- d. Harassment – This can be described as unwanted behaviour that either violates a person’s dignity or creates a threatening, unfriendly and humiliating environment for the person. It can occur through verbal or physical contact.

Responsibilities of Herts Disability Sports Foundation Employees

8. The attitudes and compliance of staff and volunteers is crucial to the successful operation of this policy.
9. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, service users and the public.
10. All people involved with Herts Disability Sports Foundation should:
 - a. Comply with the policy and arrangements.
 - b. Inform the person in charge if they become aware of any discriminatory practice.
 - c. Not victimise, harass, or threaten other employees and members on the grounds specified in this policy.
 - d. Not discriminate, nor encourage others to do so.
11. Any form of discrimination, harassment or victimisation, as described in section 7 is considered as gross misconduct and any employee who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

Responsibilities of Herts Disability Sports Foundation as an Employer

12. Herts Disability Sports Foundation commits to ensure equality and diversity in the workplace. We will:
 - a. Ensure all employees and volunteers working with Herts Disability Sports Foundation are informed of the equality, diversity & inclusion policy and the reason for having it in place.
 - b. Ensure all employees are advised of their rights and responsibilities under this policy.
 - c. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
 - d. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users and any others, in the course of the organisation’s work activities.

- e. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- f. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- g. Maintain records of discriminatory incidents.
- h. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

Dealing with Discrimination

- 13. To protect an individual's rights under this policy, an employee who feels that they have suffered from unfair treatment, which is covered within this policy has the right to pursue a complaint concerning discrimination, harassment or victimisation via the grievance procedures, as these issues are treated as disciplinary offences.
- 14. Any individual may report a grievance. As with most grievance procedures, the point of appeal is Herts Disability Sports Foundation Trustees – full details can be found in the Grievance Policy.
- 15. Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.
- 16. The appropriate disciplinary action will be taken against any employee who violates this equality, diversity & inclusion policy and dealt with as misconduct under the organisation's grievance and/or disciplinary procedures. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- 17. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.