



# Herts Disability Sports Foundation

**Charity Number 1156034**

## **EQUALITY, DIVERSITY & INCLUSION POLICY**

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Approved

A handwritten signature in black ink that reads "R. Kippax".

Date 20 Sept 2022

(Signature of Chair)

# Herts Disability Sports Foundation

## Equality, Diversity and Inclusion Policy

This policy outlines how Herts Disability Sports Foundation (HDSF) will promote equality, diversity and inclusion in our workplace and applies to all Trustees, employees and volunteers.

This policy recognises and welcomes the statutory requirements laid down in the Equalities Act 2010, Employment Rights Act 1996, Part-time working regulations 2010 and the Equal Pay Act 1970 and is fully supported by the Trustees of Herts Disability Sports Foundation.

### Policy Statement

1. HDSF is committed to creating and maintaining a culture which promotes equality, diversity and inclusion for all Trustees, employees and volunteers. At HDSF we want our people to feel valued for being themselves, this is key to all of all of HDSF's work. HDSF's inclusive culture prevents any unlawful discrimination.
2. At HDSF providing equality means that we ensure everyone has the same access to opportunities, support, and recognition. We celebrate diversity and the value that it brings to the organisation. We pride ourselves on making inclusion our number one priority by taking action to remove barriers to participation and creating a place of belonging.
3. We aim to have a workforce that is representative of the people who use our services.
4. We want every trustee, employee and volunteer to feel respected, confident about their place in the organisation and able to give their best.

In providing goods and/or services and/or facilities, HDSF is also committed to ensuring that no one who uses our services or members of the public we encounter faces any kind of unlawful discrimination.

### Principles

5. At HDSF we will:
  - a. Promote equality, fairness, and respect for all, whether in temporary or permanent, part-time or full-time, in paid employment or working as a volunteer.
  - b. focus on what individuals can do, rather than what they are not able to do.
  - c. ensure we do not unlawfully discriminate against a person who has a protected characteristic as defined by the Equality Act 2010. Protected characteristics are 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.

- d. oppose 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.
- e. promote equality of opportunity and diversity in volunteering or employment. We encourage applications from groups of people that are under-represented in our employees and volunteers. Applicants should still have the skills needed to fulfil the role, but HDSF is committed to making reasonable adjustments to ensure participation from as diverse a group as possible.

## **Forms of discrimination**

- 6. It is important as part of this policy that all members of HDSF understand what is considered as discrimination and the various forms that it can occur in:
  - a. Direct discrimination – This occurs when one employee, volunteer or trustee is treated less favourably than another would be treated in the same circumstances, on the grounds mentioned at para 7.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 made an allegation, raised a grievance about discrimination, or given evidence or support to someone’s complaint, or themselves 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**

- 7. The attitudes and compliance of trustees, employees and volunteers is crucial to the successful operation of this policy. All employees should understand that 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.
- 8. Everyone involved with HDSF should;
  - a. always think about how someone can be included rather than reasons why not.
  - b. comply with this policy and arrangements.
  - c. inform the Charity Operations Manager or the Administration Manager if they become aware of any discriminatory practice
  - d. not victimise, harass, or threaten other employees and volunteers on the grounds specified in this policy.
  - e. not discriminate, nor encourage others to do so.
- 9. All employees should be aware that 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**

10. HDSF is committed to ensuring equality and diversity in the workplace. We will ensure all employees and volunteers working with HDSF are informed of the equality, diversity & inclusion policy, and the reason for having it in place.

We also commit to:

- a. Ensure all employees are advised of their rights and responsibilities under this policy.
- b. 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 employees and volunteers are recognised and valued.
- c. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, trustees, volunteers, service users and any others, in the course of the organisation's work activities.
- d. Make opportunities for training, development, and progress available to all employees, 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.
- e. Make decisions concerning employees based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- f. Maintain records of discriminatory incidents.
- g. 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**

11. To protect an individual's rights under this policy, any 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.

12. Any individual may report a grievance. Initially a concern should be raised with the Charity Operations Manager but the final level of appeal is the HDSF Trustees – full details can be found in the Grievance [section of the working at HDSF handbook](#) .

13. Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's statutory right to make a claim to an employment tribunal within three months less one day of the alleged discrimination .

14. 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.

15. Sexual harassment (such as sexual assault allegations) may amount to both an employment rights matter and a criminal matter.
16. 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 and will be referred to the police for investigation where appropriate.