



# Equality, Diversity and Inclusion Policy (EDI)



Schools



Inclusion



Football

Together Everyone Achieve More



# Documents Details

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## Statement from the Board:

The Board of Trustees have endorsed this policy. Part of the philosophy of the Trust is our commitment to fairness and equality for all involved in our activities. This stems from the expectations of our Board who believe that all staff, volunteers, parents, participants and partner organisations should be committed to providing a safe and friendly environment to play learn and develop for all. This Document is only part of what we believe contributes to this within our sessions and within our community.

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# Section 1 - Introduction

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The Trust is committed to a policy of treating all its employees, job satisfaction and the public fairly and consistently. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, sex, age, disability or marital status.

The Trust is committed to equality of opportunity and to the elimination of unlawful discrimination as defined under the terms of the Race Relations Act 1976, the Equality Act 1970, the Sex Discrimination Act 1975 and the Disability Act 1995 Equality Act 2010 as amended from time to time.

## 1.1 Legal rights

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006. In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a new law which harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout Great Britain and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age (employment only until 2012), disability, gender reassignment, marital or civil partnership status (employment only), pregnancy and maternity, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

Forms of discrimination and discriminatory behaviour include the following:

- Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.
- Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.
- Discrimination arising from disability is when a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.
- Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.
- Victimisation is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.
- Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

All Trust guidelines are in accordance with The Trusts guidelines and we will adhere to The Trusts guidelines and policies and procedures on all matters relating to equality and diversity.

# Section 2 - Guidelines

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## 1. Policy Statement

1.1 The Trust is a diverse organisation that values difference and recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. The Trust recognises it is unlawful to discriminate directly or indirectly on the grounds of age, disability, gender, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, or because someone is married or in a civil partnership. These factors are defined as 'protected characteristics' in the Equality Act 2010, and discrimination against any of these characteristics has no place within The Trust.

1.2 The Trust takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all participants, players, officials, staff, members of the community, partners and other stakeholders according to their individual needs.

1.3 All members of staff at The Trust are committed to implementing this policy and to promoting its aims within the wider communities in which we operate. The Trust is committed to a programme of action to make this policy fully effective.

1.4 The Community Manager will hold overall responsibility for the co-ordination and implementation of Equality Policy development and for identifying new priorities through regular assessment reviews. The Trust will assess the impact of existing policies, practices and procedures at regular intervals, to evaluate the effectiveness and success of our activities. Through regular consultation with all our partners, monitoring and review process, equality will be mainstreamed into our wider business strategy.

1.5 The Trust is committed to providing each employee, potential employee, customer and service-users equality of opportunity across all areas of The Trust's operation. The Trust will ensure that equality practices are integral to every process and create an inclusive and positive environment for all.

## 2.0 Scope of Policy

2.1 The Equality and Diversity policy applies to the following groups of people:

- Job applicants and potential applicants
- Employees
- Contract workers / suppliers
- Trainee workers and students on work experience or placements
- Volunteers
- Participants and organisations

## 3.0 Equality Commitments

1. We are committed to:

- Promoting equality of opportunity for all;
- Promoting a good and harmonious environment in which to work, and in which everyone is treated with respect;
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;
- Fulfilling our legal obligations under the Equality Act 2010 and associated codes of practice;

## 4.0 Equality and the Law

4.1 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, gender, gender reassignment, pregnancy, maternity, race (which includes skin colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These factors are defined as 'protected characteristics' in the Equality Act 2010. Discrimination after the employment relationship has ended may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

4.2 Every possible step will be taken to ensure that individuals are treated appropriately and fairly and that objective criteria are used in: recruitment and selection, training, promotion and career management, grievance, disciplinary and capability procedures.

4.3 It is expected that members of The Trust community will not discriminate against or harass any other member(s) of the community and / or a member of the public in the provision of services or goods.

## 5.0 Types of Unlawful Discrimination (as defined in the Equality Act 2010)

5.1 Different types of discrimination are explained in the Equality Act 2010 and these include:

### **Discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

### **Indirect Discrimination**

Indirect discrimination can occur when a condition, rule, policy or practice in the organisation applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified in terms of the action being 'a proportionate means of achieving a legitimate aim'. A *legitimate aim* might be any lawful decision made in the operation of the running of The Trust.

Being '*proportionate*' means being fair and reasonable, including being able to demonstrate that '*less discriminatory*' alternatives have been considered.

### **Discrimination by Association**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

### **Perception Discrimination**

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

### **Victimisation**

Victimisation occurs when an employee is treated badly because they have made or supported a complaint, or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

### **Harassment**

Harassment is '*unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual*'.

## **6.0 Equal Opportunities in Employment**

**6.1** The Trust will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, training, pay and benefits, discipline and selection for redundancy.

**6.2** Job descriptions and person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions other than in exceptional circumstances.

**6.3** The Trust will consider any possible, indirectly discriminatory, effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering 'flexible working' requests permitted by law and any other request for a variation to standard working practices. The Trust will comply with its obligations, in relation to statutory requests, for flexible working and will decline such requests only in accordance with the statutory procedure. The Trust will also make reasonable adjustments to its standard working practices in order to overcome any barriers caused by disability.

**6.4** The Trust will monitor the ethnic, gender and age composition of its existing workforce, and the number of people with disabilities within these groups. The Trust will also consider and take any appropriate action to address any issues that may be identified as a result of the monitoring process.

**6.5** The Trust will not discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful, positive action, to address identified under-representation of any group in particular types and levels of job.

## **7.0 Customers, Suppliers and Other People not employed by The Trust**

**7.1** The Trust will not discriminate unlawfully against partners, visitors, contractors, participants and any other identified third party using or seeking to use the facilities and services provided by The Trust, and will encourage all parties to demonstrate respect for others at all times.

**7.2** Employees should report any bullying or harassment, by a third party, to their line manager or to a colleague in whom they feel they can confide.

**7.3** The trust will make sure that it is addressing all areas of under-representation and disadvantaged communities in its activities and services, making sure everyone is included and given equal opportunities throughout the borough.

## **8.0 Implementation and Training**

**8.1** In order to implement this policy The Trust will:

- Ensure job applicants, employees, players and other groups, are made aware of their responsibilities to create and maintain an environment in which respect for others is paramount and discrimination, bullying and harassment are challenged and minimised.
- Provide training in equal opportunities to managers, and others, likely to be involved in recruitment or other decision-making where equal opportunities issues are likely to arise.
- Provide training to all existing and new employees, and others, engaged to work at The Trust to help them create an environment free of bullying and harassment.

## **9.0 Individual Responsibilities**

**9.1** All employees have personal responsibility for the practical application of this policy. Special Responsibility for the practical application of the policy falls upon the Board of The Trust and senior staff involved in the recruitment, selection, promotion and training of employees.

**9.2** Employees can be held personally liable as well as, or instead of, The Trust for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

**9.3** Breaches of The Trust's Equality and Diversity Policy including acts of discrimination, harassment, bullying or victimisation against employees, or customers will be regarded as misconduct and will be subject to The Trust's disciplinary procedures. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to summary dismissal from employment.

## **10.0 Grievances**

**10.1** The Trust will take any complaint seriously and will seek to resolve any grievance that it upholds. The complainant will not be penalised for raising a grievance, even if the grievance is not upheld, unless there is a genuine belief that the complaint is both untrue and made in bad faith.

## **11.0 Access to the Policy**

**11.1** This policy is available to all staff via the staff handbook and online staff drive.

## **12.0 Monitoring and Review**

**12.1** The Trust will monitor this policy at least every three years, or more frequently if required, to judge its effectiveness and it will be updated in accordance with changes in the law.

**12.2** Information provided by job applicants, employees and fans for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

**12.3** The Trust will carry out regular audits of all staff, volunteers and the board of trustees.

**12.4** Should any incidents and allegations of discrimination happen within any of the trust activities or services provided then these must be reported to the Safeguarding officer on duty and logged by staff on the incident log immediately. All complaints and issues must be dealt with promptly and the correct course of action taken to resolve issues.

## Section 3 - Questionnaire

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Bury FC Community Trust is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

### Gender

Male \* Female \*

### Are you married or in a civil partnership

Yes \* No \*

### Age

16-24 \* 25-29 \* 30-34 \* 35-39 \* 40-44 \*

45-49 \* 50-54 \* 55-59 \* 60-64 \* 65+ \*

Prefer not to say \*

### How would you describe your national identity?

English \* Welsh \* Scottish \* Northern Irish \*

British \* Other \* Prefer not to say \*

### What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box.

#### White

English \* Welsh \* Scottish \* Northern Irish \*

Irish \* Gypsy or Irish Traveller \* Other White background \*

#### Mixed/multiple ethnic groups

White and Black Caribbean \* White and Black African \*

White and Asian \* Any other mixed background \*

#### Asian/Asian British

Indian \* Pakistani \*

Bangladeshi \* Chinese \*

Any other Asian background \*

**Black/ African/ Caribbean/ Black British**

African \* Caribbean \*

Any other Black/African/Caribbean background\*

**Other ethnic group**

Arab \* Any other ethnic group \*

Prefer not to say \*

**Do you consider yourself to be disabled?**

Yes\* No \* Prefer not to say \*

**Any information you provide here will be used for monitoring purposes only - if you need a 'reasonable adjustment', then please follow the additional separate process. We will take reasonable steps to meet your particular needs.**

**What is your sexual orientation?**

Heterosexual/straight \* Gay woman/lesbian \*

Gay man \* Bisexual \*

Other \* Prefer not to say \*

**What is your religion or belief?**

No religion \* Buddhist \* Christian \*

Hindu \* Jewish \* Muslim \*

Sikh \* Any other religion \* Prefer not to say \*

**Do you have caring responsibilities? If yes please tick all that apply**

None \*

Primary carer of a child/children (under 18) \* Primary carer of disabled child/children \*

Primary carer of disabled adult (18 and over) \* Primary carer of older person (65+) \*

Secondary carer \* Prefer not to say \*

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.**

**Thank you for completing this form**

# Sign Off Sheet

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This policy was constructed on behalf of the community trust to help manage and deliver our aims and objects as a Charity in a sensible and responsible manner.

All trustees and senior management staff will be asked to read through this documentation to make sure that they are acting in a way that best suits the needs and development of the community trust.

The Chairman of the trust and the Community Manager will sign below to say that they have fully understood and agree with all content within this document and will do their utmost to make sure the Trust as a whole follows and buys into the targets and philosophies mentioned throughout.

Trust Chairman

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Trust Community Manager

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_