



EQUAL OPPORTUNITIES POLICY

1. The Club/Trust is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are known as “protected characteristics”.
2. We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. This Policy defines the principles that the Club/Trust considers important it aims to ensure that consistency and good practice is applied across the Club/Trust. However its content is non-contractual and its purpose is merely to give guidance.

What is discrimination?

3. *Direct* discrimination occurs where someone is treated less favourably than another person because they have a protected characteristic; they are thought to have a protected characteristic; or they associate with someone who has a protected characteristic. Direct discrimination may occur even when unintentional.
4. *Indirect* discrimination occurs where a provision, criterion or practice that applies to everyone particularly disadvantages people who share a protected characteristic. For example, a requirement for GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.
5. *Harassment* is defined as 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 an individual. Harassment is covered in more detail in the Club/Trust’s Harassment policy.
6. *Victimisation* occurs where an individual is subjected to a detriment because they have carried out (or it is believed that they have carried out or may carry out) a “protected act”. A protected act is any one of the following:-
 - Bringing proceedings under the Equality Act 2010 (“the Act”).
 - Giving evidence or information in proceedings under the Act.
 - Doing anything which is related to the provisions of the Act.
 - Alleging that another person has done something in breach of the Act.

Commitment

7. We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
8. Recruitment and employment decisions will be made on the basis of fair and objective criteria. Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job. A person and/or job specification should be prepared for every job vacancy. The job specification will be used to write job

advertisements, short list applicants for interview and in the final selection of new employees.

9. All job vacancies will be advertised internally by e-mail.
10. The Club/Trust will produce a standard job application form to be used for all applications. Exceptions will be made where the applicant has a disability which makes completion of such a form difficult. In such cases a C.V. or alternative will be accepted.
11. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
12. All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.
13. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Club/Trust's grievance procedure.

Unlawful Reasons for Discrimination

14. Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages.

15. Disability

- i. It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained, or promoted as a non-disabled person.
- ii. The Club/Trust has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:
 - Making adjustments to premises;
 - Re-allocating some or all of a disabled employee's duties;
 - Transferring a disabled employee to a role better suited to their disability;
 - Relocating a disabled employee to a more suitable office;
 - Giving a disabled employee time off work for medical treatment or rehabilitation;
 - Providing training or mentoring for a disabled employee;
 - Supplying or modifying equipment, instruction and training manuals for disabled employees; or
 - Any other adjustments that the Club/Trust considers reasonable and necessary provided such adjustments are within the financial means of the Club/Trust.
- iii. If an employee has a disability and feels that any such adjustments could be made by the Club/Trust, they should contact their supervisor or manager.

16. Gender Reassignment

It is not permissible to treat a person less favourably because they are proposing to undergo, they are undergoing or have undergone a process (or part of a process) for the purpose of reassigning their sex.

17. Marriage & Civil Partnership

It is not permissible to treat a person less favourably due to the fact they are married, or not married, or a civil partner.

18. Pregnancy & Maternity

It is not permissible to treat a person less favourably due to pregnancy or maternity.

19. Race, Colour, Nationality and Ethnic Origin

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

20. Religion or Belief

It is not permissible to treat a person less favourably because of their religion, religious or philosophical beliefs, or lack of the same.

21. Sex

It is not permissible to treat a person less favourably due to their gender.

22. Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, or transsexual.

Responsibility for the Implementation of this Policy

23. The co-operation of all employees is essential for the success of this Policy. However, the ultimate responsibility for achieving the objectives of this Policy and for ensuring compliance with relevant Legislation and Codes of Practice lies with the Club/Trust. Senior employees are expected to follow this Policy and ensure that all employees, subcontractors and agents do the same.

24. All employees, subcontractors and agents of the Club/Trust are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

25. Employees may be held independently and individually liable for their discriminatory acts by an Employment Tribunal and ordered to pay compensation to the person who has suffered as a result of discriminatory acts.

Acting on Discriminatory Behaviour

26. In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the Club/Trust's disciplinary and grievance procedures.

Advice and Support on Discrimination

27. If you require advice and support on discrimination issues please speak to your Line Manager. If you do not feel it is appropriate to speak to your Line Manager then please speak to HR or another Line Manager.

Review Date: 15th February 2018

Next Scheduled Review: 30th June 2018