



COMMUNITY
SPORTS
FOUNDATION

EQUALITY, DIVERSITY AND INCLUSION POLICY

REVIEW DATE: JUNE 2022



Scope

This policy applies to all Norwich City Community Sports Foundation (“Foundation”) colleagues, including those on temporary contracts, contractors, suppliers or who have been working at the Foundation through a recruitment agency and those supporting the Foundation in a voluntary capacity.

This policy supersedes any previous policies prior to its issue date.

Foundation’s Equal Opportunities Statement

The Foundation endorses the principle of equality and will strive to ensure that everyone who wishes to be involved in the Foundation has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities and can be assured of an environment in which their rights, dignity and individual worth are respected.

As a Foundation we aim to be truly representative of all sections of society. The Foundation commits to encouraging equality, diversity and inclusion within the workplace by creating working environments free from bullying, harassment, victimisation and unlawful discrimination by promoting dignity and respect for all.

This includes a commitment against unlawful discrimination of customers or the public.

Policy Purpose

The Foundation is dedicated to providing and encouraging equal opportunities to all and eliminating any forms of discrimination relating to the following:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation (together, the “protected characteristics”).

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
- Selection for employment, promotion, training, or other development opportunities



Our commitments:

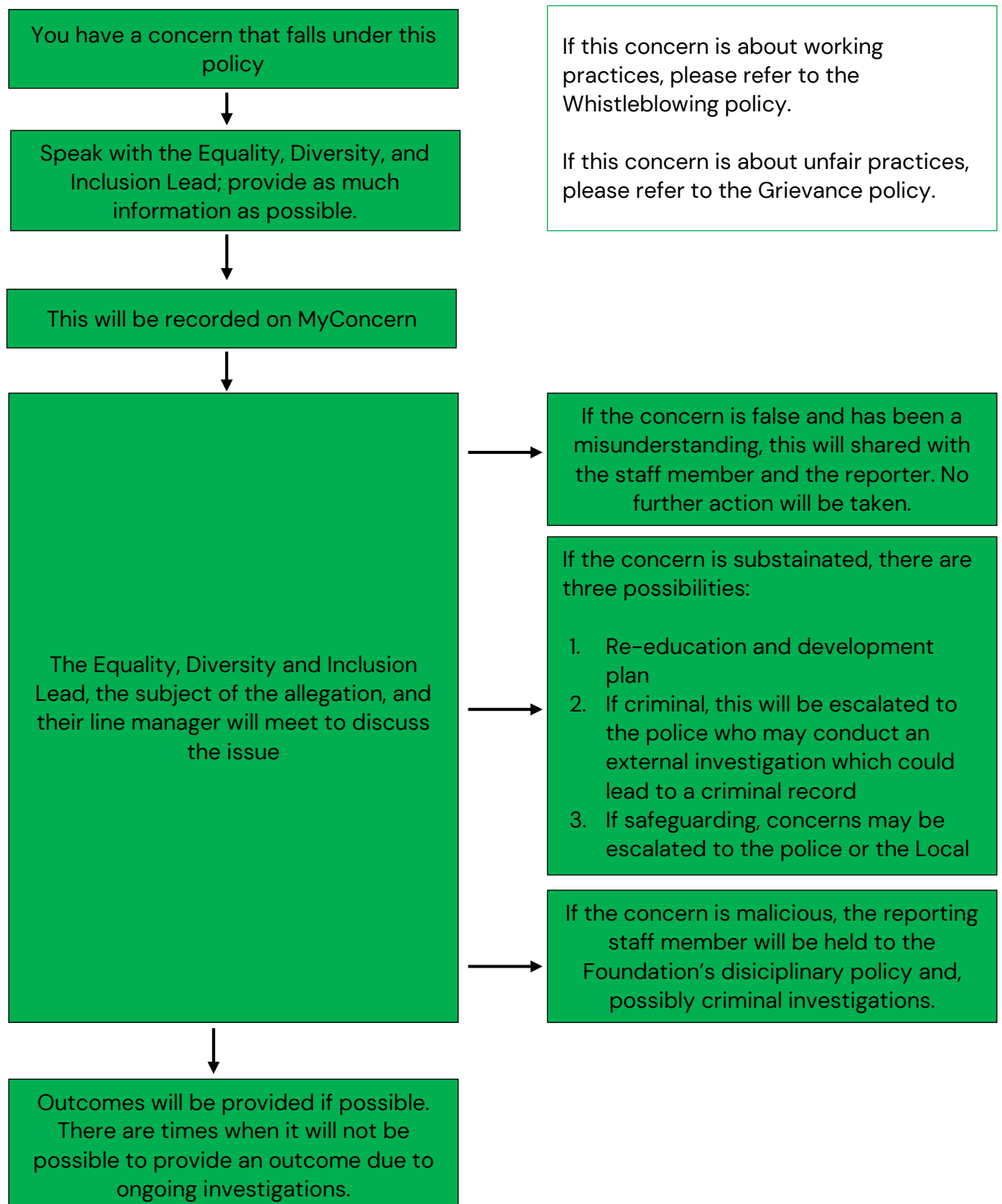
1. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination
3. Promote dignity and respect for all, and recognise and value staff's individual differences and contributions
4. Ensure that staff and management know their rights and responsibilities under this policy, including that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination
5. Take complaints of bullying, harassment, victimization and unlawful discrimination by staff, customers, suppliers, visitors, participants, the public., and any others in the course of the organisation's work activities seriously
 - a. These acts will be dealt with in line with the Foundation's grievance and disciplinary policies and, if a criminal offence, in line with the law
6. Create opportunities for training and development for staff
7. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
8. Review employment practices, terms and conditions, and procedures when necessary to ensure fairness, and update when required
9. Monitor the workforce demographic at applicant level and, annually for all staff
10. Have specific equality, diversity, and inclusion leads in key areas to help drive forward the Foundation's three-year action plan
11. Ensure that the recruitment process is transparent and individuals are treated on their relevant merits and skill set. See the Safer Recruitment policy for further information

Ensure that all policies and procedures are inclusive and are not unfair or unjustifiable to individuals with protected characteristics. These are governed by the Board of Trustees and the Chief Executive Officer.

12. Make reasonable adjustments relating to all protected characteristics to ensure that all staff are able to participate in its business activities on an equal basis.

Reporting Process

We have a zero-tolerance approach to bullying, harassment, and victimisation and will take all reports seriously. The Foundation will investigate the matter accordingly and implement relevant action plans such as reporting the incident to relevant external agencies, such as "Kick it Out" and "Stonewall", and/or to the police and educating the parties concerned.





Training

The Foundation will proactively deliver compulsory Equality, Diversity and Inclusion training combined with Unconscious Bias training to all staff in the form of inductions.

If there are concerns with conduct that may cause unfair or unlawful treatment within the Foundation then individual or group training will take place immediately and without delay.

Monitoring Activities

The Foundation monitors applicants, employees, and associated members of the Foundation's age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Provision of this information is voluntary, and it will not affect an individual.

All data is held in accordance with the Data Protection Policy and Procedure.

Outreach Activities – Monitoring

As part of the Foundation's social responsibility we positively promote staff to engage with the community and participate in outreach activities. We therefore actively monitor participation and diversity of activities to identify groups that may be underrepresented or disadvantaged.

Responsibility and Key Contacts

The Chief Executive Officer has overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation.

Day-to-day operational responsibility has been delegated to the Equality, Diversity and Inclusion Lead.

All managers must set an appropriate standard of behavior; leading by example and ensuring that those they manage adhere to this Policy and Procedure.



Associated Policies

Harassment Policy and Procedure
Grievance Policy and Procedure
Disciplinary Policy and Procedure
'Speak Up' Policy and Procedure

Policy Issue Date: **June 2022**

Date of Next Update: **June 2023**

This policy is next due for a general review on the above date. It may however be reviewed and updated earlier, in the event of a change in Foundation requirements, or relevant legislation.

This policy is reviewed regularly by the Operation's department. Recommendations for change should be reported to the Head of Operations. The Foundation will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

Appendix 1 – Equality, Diversity and Inclusion Definitions

Terms	Definition
Equality	Ensuring everyone has equal access to services and opportunities
Diversity	Understanding that everyone is an individual with visible and non-visible differences and celebrating and valuing these
Inclusion	Making sure that everyone has a chance to use the same facilities, take part in the same experiences, including those who have a disability or other disadvantage
Direct Discrimination	When someone is treated less favourably because of a protected characteristic
Indirect Discrimination	When an apparently neutral requirement is applied which makes it more difficult for people in certain groups to meet and cannot be justified objectively. For example: a job advert that requests 'recent graduates' only, could be indirect age discrimination
Disability Discrimination	When someone is treated unfavourably because of something that is a consequence of their disability or where an employer fails to make a reasonable adjustment.
Victimisation	Someone who is subjected to a detriment because they have or intend to take action to assert their rights under the Equality Act 2010
Harassment	Someone who is subjected to unwanted conduct (whether physical, verbal, or non-verbal) related to a protected characteristic which violates the person's dignity or makes the work environment hostile.