



# Equality & Diversity Policy

## December 2017

<b>Last Updated:</b>	13 <sup>th</sup> December 2017
<b>Last Reviewed by Trustees:</b>	15 <sup>th</sup> December 2017
<b>Next Review Due:</b>	December 2018





## Statement of Commitment

Active Cheshire is committed to encouraging equality, diversity, dignity and respect among its workforce and to eliminating unlawful discrimination.

We aim to ensure that our workforce is truly representative of the communities we serve, and that each of our employees feels respected and able to do their job to the best of their ability, free from discrimination or harassment.

In providing its services, Active Cheshire recognises its moral and legal duty not to discriminate against its service users and the general public. We aim to promote equality, diversity and inclusion to ensure that our services are provide equality of opportunity and that they are offered in an accessible manner.

Further, we aim to be a champion of Equality and Diversity as a lead agency and commissioner of physical activity interventions, through:

- our recruitment and selection process, at Board and staff levels;
- our commissioning process (equality-proofing any activity in which we invest or are involved);
- advocacy (promoting success stories that represent people from all parts of society) with our staff and trustees becoming equality, diversity and inclusion ambassadors across their respective areas of activity;
- the 'visualisation' of equality and diversity via images used across our suite of promotion and marketing materials/resources, website and social media platform to ensure we appropriately reflect people from across the equality spectrum; and
- educating local partners, our communities and providers.

This policy aims to:

- Provide equality, fairness, dignity and respect for all our staff and trustees, whether temporary, part-time, full-time or working in a voluntary capacity; and
- Comply with the requirements of the Equality Act 2010. This Act makes it unlawful to discriminate against or harass people at work because of any of the following "protected characteristics":

Age;  
Gender reassignment;  
Pregnancy and maternity;  
Religion or belief;

Disability;  
Marriage or civil partnership;  
Race (including colour, nationality and ethnic or national origin);  
Sex (gender); and Sexual orientation;



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- Oppose and avoid all forms of unlawful discrimination, including in relation to:

Pay and benefits;	Terms and conditions of employment;
Dealing with grievances/disciplinary issues;	Making reasonable adjustments
Dismissal or redundancy;	Annual leave and leave for parents and carers;
Requests for flexible working; and	
Selection for employment, promotion, training and other career development opportunities.	

Active Cheshire confirms its commitment to:

- encouraging equality and diversity in the workplace;
- creating a working environment that is free from bullying, harassment, victimisation and unlawful discrimination;
- promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued.

We are committed to a programme of action to make this policy effective.

(Please see the Active Cheshire Equality, Diversity & Inclusion Workplan which compliments this policy and supports initiatives to protect, promote and progress our agenda in this area to ensure both legal compliance and 'best practice' as an employer and service provider.

## **Recruitment and Selection**

Active Cheshire will ensure that all aspects of recruitment and selection, from Board members to staff will have due regard to this policy and associated laws.

Active Cheshire will make opportunities for training, development and career progression available to all staff. We will help and encourage them to develop their full potential to ensure that we use their talents and resources to maximise our efficiency.

We will base our decisions concerning promotion and advancement solely on merit.

We will select for training on the basis of job requirement only.

We will provide training for employees making selection and recruitment decisions to ensure that they do not consciously or unconsciously discriminate in making their decisions.

Job descriptions will be in line with this policy.

Personnel specifications will accurately reflect job requirements.



We will advertise vacancies consistently and in line with a non-discriminatory approach.

More than one person will carry out shortlisting and interviews.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

### **Information and Training**

Active Cheshire will provide information and training to trustees of the board, managers and other employees about their rights and responsibilities, and the conduct expected of them, under this policy.

This will include information and training about fair recruitment and selection, dealing with harassment and bullying and reasonable adjustments for staff with disabilities.

Matters related equality and diversity are included within our staff and Board of Trustees induction training.

By taking these steps, we will ensure that all staff and trustees understand that they, as well as the organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against employees, service users and members of the public.

We will use emails, our website, notice boards and social media to bring this policy to the attention of new and existing staff and trustees.

We will also bring it to the attention of job applicants, contractors, visitors and service users and it will form part of any due diligence and contract specification.


### **Responsibilities**

Active Cheshire will take seriously any complaints of bullying, harassment, victimisation or unlawful discrimination, whether by trustees, employees, services users, suppliers, visitors, members of the public or others, that may arise in the course of our work activities.

We will deal with any bullying, harassment, victimisation or unlawful discrimination as misconduct under our grievance and/or disciplinary procedures, respecting confidentiality and taking any appropriate action.

Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.





In particular, sexual harassment may amount to both an employment right and a criminal matter if there are allegations of sexual assault. Harassment under the Protection from Harassment Act 1997 is not limited to circumstances where it relates to a protected characteristic and is a criminal offence.

We will not knowingly receive or purchase goods and services from organisations that practice discrimination.

The Chief Executive Officer is responsible for ensuring this policy is implemented, supported by Board Champion and dedicated Officer. Active Cheshire will 'equality-proof' its operation and service provision to ensure it is an accessible, inclusive and diverse employer and service provider/organisation.

### **Examples of unacceptable behaviour**

Active Cheshire will not tolerate behaviour including:

- Making threats;
- Physical violence;
- Shouting;
- Swearing at others;
- Persistent rudeness;
- Isolating, ignoring or refusing to work with particular people;
- Telling offensive jokes, name calling, using derogatory terminology or making insulting, abusive, sexist or racist remarks;
- Displaying or distributing offensive material such as pornography, sexist or racist cartoons;
- Any other form of bullying, discrimination, harassment or victimisation.

### **Monitoring and Review**

Active Cheshire will regularly review and update employment practices and procedures as necessary, in order to ensure fairness and take account of any relevant changes in the law.

We will monitor the composition of the workforce and the board of trustees, using the Skills & Diversity Matrix information about, for example, age, gender, ethnic background, sexual orientation, religion or belief and disability.

The aim of this monitoring is to identify possible patterns of inequality, investigate their underlying causes and remove any unfairness, disadvantage or discrimination.



Monitoring will include assessing how this policy and any supporting action plan are working in practice. We will carry out annual reviews and take any necessary action.

Exit interviews with staff will include equality questions.

This policy is fully supported by the Active Cheshire Board of Trustees and the Chief Executive Officer.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Employee Handbook.

Use of the grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal about any alleged discrimination.

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