

Stradbroke Sports and Community Centre

Policy – Equal Opportunities

The Stradbroke Sports and Community Centre, herein after referred to as SSCC, strives for high standards as an employer and as a provider of services. In doing so we wholeheartedly support a policy of Equal Opportunities in all areas of our work and responsibilities

Statement

The SSCC is an Equal Opportunities employer and promotes equality of opportunity through all its activities. It aims to ensure that no job applicant, employee, volunteer, trustee, member or service user receives less favourable treatment on the grounds of race, gender, marital and civil partnership status, sexual orientation, religion or belief, age, physical, learning or sensory disability, gender reassignment, pregnancy and maternity, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The principle of Equal Opportunities will apply to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment

The SSCC is committed to reviewing this policy on an annual basis and will ensure that its personnel are regularly reminded of these statements of policy

Policy Introduction

This policy has been produced to provide guidance which will enable trustees, committees, staff, volunteers, members and service users of the SSCC to comply with anti-discrimination. The policy will also address anti-discrimination issues involving any person who currently falls outside the any legislation. Failure to follow the procedures in the policy may lead to disciplinary or other appropriate action.

Definitions

The Equality Act (2010) describes nine 'protected characteristics' –

Discrimination – a situation where a person is treated less favourably on the grounds of - race, colour, nationality, ethnic or national origin, gender, marital and civil partnership status, sexual orientation, age, physical, sensory or leaning disability, gender reassignment, religion and belief (including lack of belief), pregnancy and maternity

In addition to the nine 'protected characteristics' the SSCC would not discriminate against people because of – mental health, caring responsibilities, class, HIV status employment status, unrelated criminal convictions, union activities

Associated Discrimination – is direct discrimination against a person because they associate with another person who possesses a protected characteristic

Discrimination by Perception – is direct discrimination against a person because it is perceived that they possess a particular protected characteristic

Indirect Discrimination – is the imposition of a requirement or condition which has disproportionate and/or adverse effect eg only recruiting people with English qualifications

Victimisation – means submitting a person to detrimental treatment because they are or are believed to be bringing proceedings under the Equality Act; giving evidence or information in connection with proceedings under the Equality Act; doing any other thing for the purposes or in connection with the Equality Act or making an allegation that a person has contravened the Equality Act.

A person must be able to act against unlawful discrimination without fear of reprisals or being subjected to a detrimental effect

Harassment – means unwanted behaviour that has the purpose or the effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment

Harassment by a third party – means unwanted, repeated conduct by a third party based on a protected characteristic, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment for a person and where the employer does nothing to prevent it from reoccurring. A third party is defined in law as not being the employer or employees of the employer but people such as customers or clients.

Aims –

- to ensure equal access to jobs, volunteering and services
- to ensure compliance with legislation on discrimination and equality (including the Equality Act 2010 and any other legislation which becomes law)
- to create environments free from harassment and discrimination
- to maximise the use of resources in the best interests of staff, volunteers and service users

Objectives –

- trustees, staff, volunteers, members and service users will be encouraged by example and guidance to challenge discrimination where and whenever it arises whether it be between colleagues or in any other area relating to the SSCC's work. Trustees, committees, staff and volunteers of the SSCC will be made aware of this policy. A necessary qualification for any position in the SSCC will be a willingness to accept and implement this policy
- positive action will be taken to ensure so far as is reasonably practicable that all the SSCC's premises and services are accessible to all people
- the trustees will monitor and review annually equality of opportunity relating to the SSCC's services
- recruitment and selection procedures will be monitored and reviewed annually by the trustee in order to address discrimination and disadvantage within the workplace the SSCC will ensure that employment and advancement within the SSCC is determined by objective criteria and personal merit. Recruitment and employment practices will reflect a commitment to Equal Opportunities

Implementation –

- responsibility for implementing and developing the policy rests with the trustees. On a day to day basis this responsibility is delegated to the SSCC's management committee
- any staff member or volunteer who feels they have been unfairly treated in any way contrary to the intention of this policy should raise the issue through the SSCC's established Grievance Procedure as set out in each employee's Contract of Employment or volunteer's agreement
- any service user who feels they have been unfairly treated in a way contrary to the intention of this policy should make a complaint through the SSCC's management committee who must report any such complaint to the trustees.
- any member of staff found to be in breach of this policy will be subject to disciplinary action in line with the standard terms of employment
- any volunteer found to be in breach of this policy will be counselled on their actions and may, where necessary, be removed from the register of accredited volunteers
- any trustee, committee or working party of the SSCC found to be in breach of this policy will be counselled and may, where necessary, be asked to leave the SSCC
- any service user found to be in breach of this policy will be counselled and may, where necessary, be referred back to their organisation
- any job applicant who believes they have been treated unfairly and contrary to the intention of this policy should raise the issue with the Chairman of trustees

Recruitment and Promotion –

- the SSCC will strive to ensure the trustees, staff and volunteers reflect the wider communities
- clear and accurate information regarding vacant posts should be available through advertisement, job or role descriptions, person profiles and the interview. Vacancies should be advertised sufficiently widely in order to reach, within reason, the widest possible range of candidates, either internal and/or external
- unless a genuine occupational qualification exists, which limits a post to a particular group, advertisements and recruitment literature should not imply any preferred group
- applicants will be informed, through advertisements, job or role descriptions and application forms of the SSCC's commitment to equal opportunities and the existence of an Equal Opportunities Policy
- person specifications should only include requirements which are necessary and justifiable. Requirements which are convenient rather than necessary may be discriminatory

Interviewing and Shortlisting –

- an interview panel will be selected for each vacant post as and where necessary. The size and composition of this panel may vary according to the vacant post. Care should be taken to reflect the gender, disability and ethnic make-up of the SSCC when selecting a panel
- the shortlisting panel will not select candidates on the basis of their gender, name, possible disability or age of the candidate. They should record reasons for rejecting any candidate at the shortlisting stage
- interviews must be undertaken on an objective and equitable basis. Common core questions should be asked of each candidate and suitable evaluation criteria should be used. The interview should only deal with the applicant's suitability and ability to do the job applied for
- the interview panel must take extreme care not to ask discriminatory questions unrelated the requirements of the job eg personal circumstances, gender, race, disablement, sexual orientation, politics, religion, care responsibilities etc

Training –

- in line with the intentions of this policy the SSCC will not discriminate in the provision of training courses/opportunities wherever possible
- briefing on this policy will form part of the induction procedure for trustees, staff, volunteers and committee members
- the SSCC will strive to ensure that all training will be accessible to all people

Monitoring and Review –

- this Equal Opportunities policy will be reviewed annually and minuted accordingly

SSCC – September 2021