

## **EQUAL OPPORTUNITIES POLICY**

### **Policy statement**

Active Humber is committed to eliminating discrimination and encouraging diversity and inclusion within our workforce, in the partnerships we support and in the delivery of high quality sporting activities and programmes. We oppose all forms of unlawful and unfair discrimination including direct and indirect discrimination, harassment, bullying and victimisation. We recognise our legal obligations and will abide by the requirements of all relevant legislation.

Our aim is that we will actively work to try to make our workforce truly representative of all sections of society and those we engage with. We aim to ensure everyone feels respected and able to give their best.

We are an equal opportunity employer and are fully committed to a policy of treating all employees and job applicants equally. Active Humber will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.

Active Humber will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the "protected characteristics".

Active Humber will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the "anti-harassment protected characteristics".

All employees are responsible for conducting themselves in accordance with this policy. Active Humber will not tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with Active Humber, such as clients, customers, contractors and suppliers.

All employees have a duty to co-operate with Active Humber to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under Active Humber's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equal Opportunities and the Dignity at Work policy will be treated as potential gross misconduct and could result in dismissal. Employees should also be aware that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Individuals should raise any suspected discriminatory acts or practices or suspected cases of harassment or bullying to their line manager or the Chief Executive Officer. It is important

that employee's do not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment, or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with Active Humber's disciplinary procedure. Colleagues who suffer such treatment and are making a complaint should be supported in an appropriate way.

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances individuals are able to raise such issues with a senior colleague of their choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This cannot be the person who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the person undertaking the harassment on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to this person, and your confidential helper can assist you in this.

Active Humber will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

### **Active Humber's commitment**

- Create a working environment that promotes dignity and respect for all. We have a Dignity at Work policy to support this commitment.
- Be a responsible employer by striving to ensure achieve a workforce which is representative of the population in the area.
- Follow a programme of protocols to ensure that no-one using our services, applying for a job, or being employed will be treated less favourably than any other individual either by direct or indirect discrimination. Our aim is to ensure fair access to all to the opportunities we offer. We recognise that we have a duty to make reasonable adjustments for disabled persons.
- Create an environment in which individual differences and the contributions of all our staff, sportsmen, sportswomen and volunteers are recognised and valued
- Ensure that our services are appropriate and accessible we will develop a positive working relationship with all sections of the community and seek their views on the development of programmes. We will also ensure that facilities being used to provide its services are accessible to everyone.
- Work to ensure that all promotional material will be a reflection of, and accessible as much as possible to, the local population.
- Encourage partner organisations, members, and suppliers to demonstrate their commitment to the principals and practice of equality.
- Develop programmes and action to help people realise their true potential by ensuring that training, development and progression opportunities are available to all.
- Regularly review our all practices, policies and procedures to ensure fairness in our day to day work.
- Help staff to understand this policy, their responsibilities for its implementation and the implications of breaching this policy.

- Monitor this policy and review it every two years or when new legislation requires changes. Each time the policy is reviewed, the Board will be consulted.
- Take all complaints seriously and if necessary take appropriate measures against any employee, volunteer or stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

## **Direct discrimination**

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.

For information, the Protected Characteristics are listed below;

- Age
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Religion or belief
- Disability
- Race
- Sex
- Sexual Orientation

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not.

Active Humber will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

## **Indirect discrimination**

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- it is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic
- the PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it
- it puts, or would put, the job applicant or employee at that disadvantage, and
- it cannot be shown by Active Humber to be a proportionate means of achieving a legitimate aim.

Active Humber will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

## **Recruitment, advertising & selection**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. Active Humber is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, Active Humber will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, Active Humber will apply that requirement to the job role and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

Active Humber will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that a disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

## **Training and promotion**

Active Humber will make all staff aware of our policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying. All managers will be responsible for ensuring they actively promote

equal opportunity within the teams for which they are responsible.

Active Humber will also provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment.

### **Terms of employment, benefits, facilities & services**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

### **Equal pay**

Active Humber is committed to equal pay in employment. It believes all employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, Active Humber will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### **Monitoring equal opportunities**

Active Humber will regularly monitor the effects of selection decisions, personnel and pay practices and procedures in order to assess whether equal opportunity are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, Active Humber will implement them. We will also make reasonable adjustments to our standard working practices to overcome substantial disadvantages caused by disability.

This policy has been agreed by the Active Humber Board and is available on our website.