

Equality and Diversity Policy

Introduction

Sport Structures recognise that everyone has a contribution to make to our society and a right to equal opportunity. We are therefore committed to promoting a best-practice environment, where all individuals and groups are treated with respect and dignity. All staff, learners and any related third party are required to adhere to this policy and to the requirements of the Equality Act 2010 (as amended from time to time).

All staff, learners and any related third party are required to contribute to the effective implementation of this policy treating others equally and ensuring access for all. No one should feel threatened or degraded on the grounds of the following nine protected characteristics identified within the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This policy aims to prevent and tackle all types of discrimination also identified through the Equality Act 2010.

Purpose of the Policy

- to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against staff, learners or any other related third party
- to ensure all staff, learners and any related third parties take pro-active steps to reduce any inequalities
- to increase the awareness amongst staff, learners and any other related third party on the principles of equality and diversity, and how Sport Structures upholds them
- to improve current practice and ensure that equality is embedded through the company's policies, procedures, values and practice
- to fulfil our obligations by adopting legal, national and local guidelines to ensure equality of opportunity in terms of employment

Responsibilities

It is ultimately the responsibility of the Managing Director, to ensure that this policy and all accompanying procedures are implemented, published and accessible to all staff, learners and any relevant third parties.

The Equality and Diversity Officer is:
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Sport Structures will ensure that all employees have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and where appropriate, individual work programmes will be amended to include equity related tasks. Sport Structures staff

will take active steps to challenge discrimination and will support the managing director in the implementation of equalities, undertaking appropriate training where necessary.

Communication

The policy will be available and easily accessible to all staff in the following ways:

- It will be included in the staff handbook
- It will be accessible through the company shared drive and on the website
- It will be discussed/covered in staff training and staff meetings
- It will form part of any recruitment and induction process

Our Values

We believe acting equitably and embracing diversity is embedded into our company values:

- Exceed expectations
- Source solutions
- Show respect
- Be adaptable
- Reflect and improve
- Embrace diversity

Legal Requirements

In order to fulfil its legal obligations, Sport Structures’ Equality and Diversity Policy complies with all relevant equalities legislation including The Equality Act 2010. Sport Structures will ensure that any future amendments to any relevant legislations are followed and adhered to. This responsibility will lie with the managing director.

Definitions

Equality	Equality is about having a society where everyone is free from assumptions and discrimination based on factors such as gender, race or disability ¹ . Equality refers to creating equality of opportunity, which does not necessarily mean treating everyone the same. Equality is not just about equal numbers or reasonable representation based on the sector or society being measured. Instead, it involves treating people in such a way as to ensure overall fairness and to prevent discrimination ² .
Direct discrimination	Where someone is treated less favourably than another person because of a protected characteristic.
Associative discrimination	Direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
Discrimination by perception	Direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.

¹ Equal Opportunities Commission

² UK Sport & sportscotland: Equalities Legislation: A guidance for Governing Bodies of Sport

Indirect discrimination	Occurs when there is a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
Harassment	Behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
Harassment by a third party	Employers are potentially liable for the harassment of their staff or customers by people they don't themselves employ, i.e. a contractor.
Victimisation	Occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

Sport Structures regards discrimination, victimisation and harassment as serious misconduct. Any employee who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

Implementation

Effective implementation of this policy ensures that we promote equal opportunities, eliminate discrimination, eradicate harassment and ensure access for all. This is achieved by:

- ensuring all staff, learners and any related third parties are made aware of this policy and any related responsibilities
- ensuring all staff are trained in equality and diversity regularly to implement this policy and promote it
- ensuring all staff, learners and any related third parties are treated equally at all times and having an accessible complaints policy available
- ensuring that all staff are responsible for creating an open and friendly learning/working environment and all employees have the right to work in a supportive and safe environment, free from harassment
- promoting positive images and text relating to diverse groups across a wide range of publications
- ensuring that staff selection for employment, volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability
- ensuring that learner and participant selection for courses/qualifications/programmes are conducted in accordance with the qualification or programme pre-requisites and specific selection and initial assessment criteria
- ensuring that all selection/rejection decisions are recorded for staff, learners and any relevant third parties
- developing and maintaining positive working relationships with all current and potential partners, installing equality values within day to day practice
- appropriate training and development opportunities are available to all employees (as detailed in the Employee Professional Development Policy – document reference 2.47)
- ensuring that an effective access arrangements procedure is in place and deployed so everyone is able to engage in our courses/qualifications/programmes

- opposing all forms of unlawful and unfair discrimination
- taking any allegations or incidents of discrimination or any type of unfair treatment extremely seriously and responding to them swiftly
- encouraging staff and workforce to attend equality training such as Equity In Your Coaching, Coaching the Person in Front of You and Inclusive Activity Training
- the promotion of equality and diversity through lessons to engage and inspire learners
- the sharing of best practice amongst workforce through CPD and standardisation events
- ensuring equality and diversity and monitored and evaluated through the quality assurance process (further details of this can be found in Sport Structures’ Quality Assurance Policy – document reference 3.12)
- monitoring and addressing any imbalances in relation to recruitment, attendance and success rate by a wide range of equality and diversity characteristics
- promoting equality and diversity through campaigns, initiatives and events designed to celebrate the rich diversity of staff, learners and local communities. This may include national celebration days such as International Woman’s Day and Mental Health Awareness
 - ensuring zero tolerance on any acts of discrimination on the grounds of the nine protected characteristics outlined within the Equality Act 2010.

Access to Fair Assessment

Sport Structures is committed to providing ongoing support to learners with particular requirements to prevent any discrimination. We provide accessible services to learners through reasonable adjustments to assessment and applying for special consideration where these are required, to support learners completing each course/qualification/programme to their full ability.

Access arrangements ensure that the conduct of reasonable adjustments and special considerations reduce substantial disadvantage caused due to a learner’s disability or difficulty. In accordance with the Equality Act 2010, we have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of qualifications and the assessment of learners.

Reasonable adjustments to assessment are adjustments made prior to the delivery of a qualification and are in place before a learner takes an assessment to enable a learner with particular needs to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that qualification. It is the learner’s responsibility to make Sport Structures aware of any required reasonable adjustments to assessment and this can include information received by the employer if the learner is an apprentice. Sport Structures can then go through the relevant channels with the awarding body.

Further information can be found in the Sport Structures’ Access to Fair Assessment Policy – document reference number 3.1.

Equality and Diversity Action Plan 2016-2020

The equality and diversity action plan was developed to challenge the promotion of equality and diversity in all areas and is reviewed yearly.

Number	Issue	Objective	Target	Timescale
1	Awareness	Ensure our board and management is well-represented by males and females.	Board 50:50 but senior management 25:75 in favour of females currently	2019

Document reference: 2.35

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2	Awareness	Encourage more female learners to undertake the sport apprenticeships that we offer.		2020
3	Awareness	Ensure staff understand the E&D questions and answers that are embedded into our apprenticeship reviews.	Achieved	2016