

**UKA EQUALITY POLICY**

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## **1 Introduction**

Athletics is committed to eliminating discrimination and encouraging diversity within our sport. Our aim is that our workforce will be truly representative of all sections of society and each person feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion, age, pregnancy, class or social background and political belief. We oppose all forms of unlawful and unfair discrimination.

All employees, athletes, coaches, officials and volunteers will be treated fairly and with respect. Selection for employment, promotion, training, competition or any other benefit will be on the basis of aptitude and ability. All employees, athletes, coaches, officials and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of athletics.

For our policy to be successful, it is essential that everyone is committed to, and involved in its delivery. Our goal is to work towards a just society, free from discrimination, harassment and prejudice. We aim to embed this in all our policies, procedures, day-to-day practices and all relationships.

## **2 UKA commitment**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- We will review all our employment practices and procedures to ensure fairness.

### 3 Equality and Diversity at work

In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we aim to:

- Ensure that our employment, training and development policies, procedures and practices comply with this policy and do not discriminate intentionally or unintentionally against any group or individual;
- We intend to become an employer of choice by promoting and developing policies that support a work-life balance, equal pay and ensuring that we maximise employment opportunities for all.
- Monitor our employment processes by age, disability, gender, sexual orientation, religion and race and take action to address any inequalities that are apparent;
- Recruit employees in a manner which is fair and open;
- Ensure employees are aware of their personal responsibility to apply this policy;
- Eliminate discrimination in the provision of training and development to ensure that all employees can realise their full potential and contribute to the company
- Ensure that all line managers undertake relevant training in equal opportunity issues to raise their awareness, understanding and importance of equal opportunities in the work place and in service delivery;
- Promote a culture of fairness and respect in all employment policies, procedures and practices;
- Provide appropriate training and development opportunities to all employees;
- Take positive action to encourage under-represented groups to apply for posts or specific training;
- Ensure pay structures reward all employees fairly;
- Recognise that employees have the right to work in a supportive, safe and environment free from harassment

Make reasonable access adjustments, wherever possible, to enable the employment and redeployment of staff with disabilities;

## 4 Responsibilities

Athletics recognises that across its five organisations all staff, athletes, coaches, officials and volunteers have a part to play in challenging discrimination and in implementing this policy.

### **Managerial Responsibilities**

The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the relevant Chief Executive or nominated senior officer. Senior Management shall ensure that they and their staff operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each nominated officer will ensure that:

- Demonstrate commitment to the Policy by incorporating it into departmental plans/objectives;
- Be responsible for the implementation and monitoring of the Policy within departmental plans/objectives;
- Ensure that policies and strategies are communicated to all employees and allow for discussion and feedback i.e. personal development plans, performance;
- Ensure that all employees understand their responsibilities i.e. any form of discrimination will not be tolerated and will be treated as a serious offence which may lead to disciplinary action;
- Effectively manage and deal promptly and thoroughly with any complaints of discrimination including harassment, victimisation and bullying;
- Deal promptly with complaints of inequality and ensure the matter is investigated thoroughly and any other steps taken; Consider their actions and ensure that there is no scope for inequitable practices. They must ensure fairness and equality of treatment in all employment practices e.g. to assess the performance and potential of any individual on merit.

## **Individual Responsibility**

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with management, the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Ensure that they understand the Policy and are clear about its implications i.e. that any breach of the policy will be treated seriously and may lead to disciplinary action not excluding the sanction of dismissal;
- Ensure that they do not discriminate in any matter of employment or service provision/delivery by treating all individuals or groups fairly and respectfully;
- Not discriminate against, harass, abuse, intimidate or victimise other employees or service users;
- Not induce or attempt to induce other employees to discriminate against, harass, intimidate or victimise other employees or service users;

Take appropriate action if there are apparent breaches of the Policy. Informing their line manager, nominated equity contact or Human Resources Department in the first instance

## **5 Monitoring**

Athletics deems it appropriate to state its intention not to discriminate and undertakes that this will be translated into practice consistently across Athletics as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, qualifications, position, salary and length of service in current position / salary. Information regarding the number of staff with disabilities will be maintained.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

The Equality Policy will be reviewed on an annual basis in line with all Human Resources policies. As part of the sports overall business plan, the Valuing Diversity Action plan, (providing the delivery of the equalities policy) will be reviewed on a six monthly basis.

## **6 Action by managers and supervisors**

Please refer to the Grievance Policy and Disciplinary Policy for further information

## **7 Legislative Guidance**

This policy has been developed within the framework of existing equal opportunities legislation. This commitment to continual evaluation will ensure that all new or anticipated legislation will be reviewed and incorporated within the policy as appropriate. The policy will be formally reviewed every three years unless legislation or other proposed changes have amended it in the meantime.

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Employment Protection (Consolidation) Act 1978
- Disability Discrimination Act 1995 (Amendments 2004)
- Employment Rights Act 1996
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Employment Act 2002
- Race Relations Act 1976 (Amendment) Regulations 2003
- Religion or Belief Regulations 2003
- Sexual Orientation Regulations 2003
- The Protection from Harassment Act 1997
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Age Discrimination Regulations 2006
- Northern Ireland Act 1998 & Scotland Act 1998

Athletics will seek legal advice each time the policy is reviewed to ensure it continues to comply with legislation requirements.

## 8 Diversity and Discrimination Defined

### What is Diversity?

Recognising and valuing the differences and individual contribution that people make and treating them fairly and with respect. This includes providing accessible and relevant service provision that responds to the customer's needs, ensuring that any workforce is representative of the community served, creating an inclusive environment.

#### Athletics' response

- We recognise and appreciate the diversity of athletics and we strive to work closely with representatives to provide services that are accessible and that meet the diverse needs of the sport.
- We recognise and value the differences and individual contribution that people make to the organisation. We strive to ensure that diversity as well as equality is embedded in all our policies, procedures and practices, responding to our employees' needs and encouraging personal development to increase their contribution to effective delivery of the sport.

### What is Discrimination?

There are four types of Discrimination: direct, indirect, victimisation and harassment. Individuals, groups, or whole institutions/organisations can be discriminatory. Perception is as important as intention. It is essential to take the views of people who feel they experience discrimination seriously.

#### Direct discrimination

Is when a person is treated less favourably than others because of, for example, their race, gender or sexual orientation, disability, age, religion or belief.

#### Indirect discrimination

Is when a criterion, provision or practice is applied that disadvantages people of, for example, a particular race, gender or sexual orientation, disability, age, religion or belief, unless it can be objectively justified.

Other than the above 4 types of Discrimination, there can also exist discrimination which is intentional or unintentional.

## **Victimisation**

Victimisation results when a person is given less favourable treatment than others because he/she has exercised his/her rights under this policy or legislation; for example, by making a complaint concerning discrimination or assisting others who have made a complaint.

## **Harassment**

Harassment is any behaviour or otherwise directed at someone, which they find offensive and that might threaten that employee's job security or create an intimidating, hostile, degrading, humiliating or offensive environment. UK Athletics operates a Zero tolerance policy on harassment. We aim to provide a safe and secure environment for staff, customers, contractors or members of the public who work with UK Athletics. More information on our stand on harassment can be found under our Bullying & Harassment Policy.

## **What is Racism?**

Racism is a general term to describe the conduct, practice and attitude that advantages or disadvantages people because of their race, skin colour, culture or ethnic origin.

Institutional racism is the failure of an organisation to provide a service to people because of their skin colour, culture or ethnic origin. It can be seen in processes, attitudes, behaviour and power imbalances that discriminate through unwitting prejudice, ignorance and thoughtlessness - it leads to the disadvantage of black and minority ethnic people.

## **Athletics' response**

- We appreciate the diversity of our community and we strive to provide services that meet their needs including different language, diet, dress and faith.
- We will take lawful action to address any imbalances in the sport through recruitment, promotion and training and development.
- We will work with other organisations to combat race discrimination in the community through preventative action where possible and through prosecution whenever possible.



## **What is Sex Discrimination?**

Sexism comes from the belief that one gender is superior to the other. Sexism can be seen in organisations' power holders, structures, systems and practices.

Athletics' response

- We know that negative attitudes can lead to sexual harassment and discrimination in access to jobs, training and services. We will strive to combat this through providing equal access to jobs, development and services.
- We will take appropriate action to ensure that any discriminatory barriers are overcome and we will monitor the results of our actions. We recognise and support the fact that women and men may need to work flexibly, or part-time or take a break to meet their caring responsibilities. We will support employees, as far as practicable, to care for others who depend on them in emergency and other situations whatever their gender
- We will work in partnership with other organisations to combat sexual harassment and domestic violence

## **What is Disability Discrimination?**

Physical barriers in the environment and attitudinal barriers in society lead to disability discrimination. Disabled people are disadvantaged by these factors rather than their impairment.

Athletics' response

- We seek to address the differing needs of disabled people through our services and opportunities whenever possible. In employment, we will make reasonable adjustments to jobs and working conditions to support disabled people at work, either in the physical environment or through information.

## **What is discrimination based on Gender Reassignment?**

This is any action that places a person at any stage of the gender reassignment process at a disadvantage in services provided by Athletics or UKA in its role as an employer.

Gender re-assignment is where someone experiences such a deep conflict between their physical sex and their mental gender that they have no choice but to elect to re-assign their gender. This is referred to as Transsexualism.

#### Athletics' response

- We recognise that transsexualism is a genuine medical status. We will provide appropriate support to employees, athletes, coaches, officials and volunteers with this status.
- Transsexual clients, employees athletes, coaches, officials and volunteers will be treated with respect and dignity. We will strive to remove any barriers to services and employment opportunities.

#### **What is Age Discrimination?**

Assumptions can be made about the capability of young and older people because of their age. Age discrimination can occur both directly, i.e. treating people less favourably because of their age (or apparent age) or indirectly, i.e. treating everyone the same if that creates a disadvantage for people in a particular age group ( for example, requiring candidates in an advert to have 15 years experience in a job would exclude more younger people from consideration for a particular post).

#### Athletics response

- We recognise that ageism is harmful because it undervalues the contribution that young and older people make.
- Employing a mixed age workforce is good for business and can reduce recruitment costs, improve staff retention, improve productivity and help us to retain experience and corporate knowledge.
- We will monitor the age profile of our workforce and ensure all aspects of our practices meet the needs of our employees.
- Managers will be trained on ensuring the recruitment process is fair and not deliberately or unconsciously target or exclude particular age groups. Training, performance management and promotion opportunities will be available equally for all employees of any age.

We will give all employees the opportunity to request working past their 65th birthday and we will consider all requests fairly, as we recognise that there is a benefit for keeping people based on their level of experience.

## **What is Religious Discrimination?**

To hold a religious or other belief is a basic human right that should be treated with respect and tolerance. Belittling belief or unreasonably promoting your own faith can be deemed offensive.

### Athletics' response

- In the delivery of our services we will ensure sensitivity and respect to employees, athletes, coaches, officials and volunteers faith and avoid athletics delivery that is offensive to people's beliefs.
- In employment we will endeavour to provide scope for prayer and reflection and reasonable time off for festivals that are a part of a person's religion or belief.
- We will promote a culture where people can practice their religion or belief in safety and without fear of harassment and discrimination.

## **9 Definition of additional terms**

### **Ethnicity**

A strict definition of an ethnic group is a group regarded as a distinct community by virtue of certain essential characteristics - a shared history which distinguishes it from other groups and a cultural tradition of its own. Sikhs and Gypsies are examples. However, it has come to have a broader meaning and the expression "ethnic monitoring" is used in reference to groups defined by colour, race or national origin as well.

### **Gender**

The word 'gender' is often used in place of the word 'sex' in equality issues. 'Gender' does not appear in legislation (except for 'gender re-assignment' - see below) but 'sex discrimination' and 'gender discrimination' are generally interchangeable.

### **Genuine Occupational Requirements**

The Sex Discrimination Act and the Race Relations Act and the Religion or Belief Regulations and the Sexual Orientation Regulations allow for circumstances where a

person's sex, racial group, religion or sexual orientation is a genuine requirement for a particular job.

### **Liability**

Employers have legal liability for any act of discrimination (including harassment) carried out by their employees unless the employer can show that they have taken all reasonably practicable steps to prevent it.

### **Quotas**

It is unlawful to select a person for a job on the basis of their gender or race in order to achieve a fixed quota of employees of that gender or race.

### **Sexual Orientation**

Whether a person is attracted to people of their own sex, the opposite sex or both sexes. Assumptions and perceptions of a person's sexual orientation are also covered by law.

### **Targets**

These can be percentages of underrepresented groups that employers aim to achieve in the make up of their workforce as part of their equality action plan. It is unlawful to use a target as a reason for selecting someone, but it is not unlawful to take steps to get more qualified applicants from particular groups (see 'Positive Action' in Employment Practices section).