

## **Equality, inclusion and diversity policy**

### **1.0 Policy scope**

Active Gloucestershire's equality, inclusion and diversity policy applies to all members of staff. For the purposes of this policy, the term "staff" refers to anyone who represents Active Gloucestershire such as paid employees, volunteers, placement students, self-employed contractors, Trustees or any other individual employed by the organisation, in any capacity whether permanent, temporary, full time, part time or on a fixed term contract. It applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work, or to conduct which may impact Active Gloucestershire's reputation.

As a member of staff, you have a personal responsibility to adhere to this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy and complete the accompanying declaration.

### **2.0 Our commitment to equality and diversity.**

At Active Gloucestershire, we recognise that physical activity brings communities together and can be a catalyst for change and inclusion. However, we also acknowledge that inequalities around access to physical activity opportunities exist. Although many sports, physical activity and leisure organisations maintain that they have an 'open door' policy, this has not necessarily altered traditional levels of participant involvement in physical activity. Research shows that many physical activities suffer from low participation by women, girls, ethnic minority groups, low socio-economic communities, disabled people, older adults and young people and that these groups are therefore under-represented.

Our strategy, to raise physical activity levels county wide, is built around a social movement, '**we can move**', which aims to shape the way in which current and future generations, particularly those who are least active, are introduced to, experience and value physical activity. It is a call to action, urging leaders within our county to commit to ensuring that everyone in Gloucestershire, irrespective of age, disability, sex, sexual orientation, socio-economic status, race, religion or belief, whether they have undergone or are undergoing gender reassignment, whether they are pregnant or on maternity/paternity or shared parental leave, have

dependents or caring responsibilities, whether they are married or in a civil partnership, have an equal opportunity to participate in physical activity, at all levels and in all roles.

As an employer, we are committed to ensuring that every member of our staff can work in an environment that promotes equality of opportunity, dignity and respect for all. We recognise our legal obligations under the Equality Act 2010 and will abide by these requirements. We will not tolerate any unlawful or unfair acts of discrimination against any member of staff, because of a protected characteristic or any other form of harassment or bullying. We are using the *Equality Standard for Sport*<sup>1</sup> as a framework to assist us in developing our structures and processes, assessing our performance and ensuring continuous improvement in equality. By using this framework as a tool to improve our services, we believe we will be better positioned to promote equality within our organisation and ensure more people from under-represented groups are able to participate in and enjoy physical activity.

At Active Gloucestershire, we believe that diversity in physical activity participation is paramount. Diversity is about respecting, understanding and valuing people's differences and making sure each individual is treated in an appropriate way. We recognise the benefits of having a diverse Board and senior management team and believe that diversity at these levels is a pre-requisite to fully realising our organisation's aims and objectives. A truly diverse Board and management team will include and make good use of differences in skills, experience, background, race, gender and culture and will adequately represent the key cohorts in our social movement.

We are following guidance from Inclusive Boards and Sport England to ensure we not only meet the diversity criteria laid out in the document, 'A Code for Sports Governance' but that we genuinely strive to ensure greater diversity both with regards to our internal governing structures and processes, and our external reach.

### **3.0 Areas of focus**

In order to ensure we can fulfil our commitments to equality and diversity (as outlined above) we have selected three principal areas of focus, against which we have outlined some key priorities.

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<sup>1</sup> <http://equalityinsport.org/equality-standard-for-sport/>

### **3.1 Recruitment**

At Active Gloucestershire, we want to root strong diversity and inclusion practices into our recruitment process and all our decision-making activities and therefore consider the following activities to be paramount.

- An annual review against a wide range of diversity criteria of the Board and staff, comparing our results against county and national benchmarks, as well as the social movement's demographic.
- Utilising this review to inform decisions about the composition of our staff, leadership team and Board and identifying any actions we might take to more effectively mirror the diversity of those we serve.
- Maximising the social movement's wide-ranging networks, when marketing new job roles, in order to reach diverse and under-represented talent pools.
- Reviewing our recruitment and induction policies regularly and at least every two years. (Further information on our approach to equality and diversity in recruitment is provided in our recruitment policy.)
- The completion of equality of opportunity monitoring forms by all candidates applying for a job vacancy and their subsequent analysis to inform future recruitment drives.

### **3.2 Communication**

We believe the following actions are key to maintaining transparency and accountability in our equality and diversity practices and communicating openly and effectively with staff, partners and stakeholders about our equality and diversity commitments.

- An annual communications audit, reviewing how effectively we send, receive and share information with a variety of audiences and specifically whether our information can be shared in a variety of formats and that the language and images

used in our literature and on our website reaches and resonates with those within our county who are the least physically active.

- The publication of our equality and diversity policy and diversity action plan on our website. Our diversity action plan is an important document designed to help us plan and evidence the progress we are making towards our diversity commitments. It contains information on the type and number of communication and diversity audits we have completed and the progress we have made towards publicising the findings of these audits.
- Sharing our equality and diversity policy, diversity action plan and diversity survey results with all staff and Board members every year
- Making equality and diversity a standing item on Active Gloucestershire's annual Board away day agenda.
- Encouraging Board and staff members to review and contribute to the development of the equality and diversity policies.
- The inclusion of up to date information on our diversity and equality statistics and practices in our annual accounts and governance statement, including the outcomes of our annual reviews, audits and surveys.

### **3.3 Engagement**

At Active Gloucestershire, we feel the following activities demonstrate our ongoing commitment to engaging staff and Board members in equality and diversity best practice and ensure that as an organisation, we genuinely understand and can engage with the under-represented cohorts in our community, in order to encourage them to start and maintain physical activity.

- Regular equality and diversity training for existing staff and Board members and for new staff and Board members, within three months of their arrival.
- Championing the individual's responsibility to challenge discriminatory practice and promote inclusion
- The completion of evaluation forms for all training courses, which can be used to customise and improve the delivery and course content for a range of different attendees.

- Regular behaviour change training workshops for staff, aimed at understanding under-represented groups within our county – their social and cultural barriers to participation in physical activity, along with their motivators and influences.
- Staff out-reach visits and networking events within the community e.g. places of worship and community groups, so as to encourage co-learning and knowledge sharing.
- Leadership training programmes for young people, women, older adults, BAME (Black Asian Minority Ethnic) groups and those with learning or physical disabilities or those who work with them.
- Linking up with other local community organisations to offer those within the social movement, community building and connection training.

#### **4.0 Grievance redress mechanisms**

No form of bullying, intimidation or harassment will be tolerated at Active Gloucestershire. Our harassment and bullying policy outlines in greater detail, the different types of discrimination and forms of bullying that are considered illegal or considered intolerable, as well as ways in which staff can seek to redress their grievance. Should any member of staff feel that they have been the subject of inequitable treatment, direct or indirect discrimination because of a protected characteristic, or the victim of harassment or bullying during their employment at Active Gloucestershire, they are advised to consult our harassment and bullying policy or our grievance policy.

Allegations regarding potential breaches of this policy will be treated in strict confidence and investigated according to the appropriate procedure. We will ensure that any member of staff who makes an allegation in good faith, will not be victimised or treated less favourably by us. However, false allegations, which are found to be made in bad faith will be dealt with under our disciplinary policy and any member of staff found to have breached this policy may be subject to disciplinary action.

All these policies are contained within our employee handbook and are also available to staff, electronically.

#### **5.0 Contact information**

If you have any comments or feedback on our equality and diversity policy, please contact:

Tom Beasley

Active Gloucestershire

City Works

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Gloucester,

Gloucestershire

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Tel: 01452 303528

Email: [info@activegloucestershire.org](mailto:info@activegloucestershire.org)

Website: [www.activegloucestershire.org](http://www.activegloucestershire.org)

If you would like this policy translated into your language, or require it in an alternative format, please contact Active Gloucestershire.

## **6.0 Policy Review**

This equality and diversity policy will be reviewed as and when it is deemed necessary, but not less than every 2 years.

It was last reviewed in May 2019.